Board Minutes
2019

2019

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12/18

Note: Dates after the policies indicate the date the policy was last reviewed or revised by the board.

2019 Budget

1 PERSONAL SERVICES

1.1 Salaries and wages	
1.11 Salary of librarian	$77,251
1.12 Salary of Assistants	$1,153,291
1.13 Wages of Janitor	$95,314
1.2 Employee benefits	
1.21 Employer: FICA	$101,428
1.22 Unemployment Comp	$2,482
1.23 Employer: PERF	$117,580
1.24 Employer: Group Insur.	$169,655
1.31. Other Personal Services	$0
Total Personal Services	$1,717,001

2 SUPPLIES

2.1 Office supplies	
2.11 Official records	$500
2.12 Stationery/printing	$1,000
2.13 Other office supplies	$8,000
2.2 Operating supplies	
2.21 Cleaning/sanitation	$6,500
2.22 Fuel/oil/lubricants	$0
2.23 Other operating supplies	$6,000
2.3 Repair/maintenance supplies	
2.31 Building materials	$2,000
2.32 Painting supplies	$400
2.33 Repair parts	$1,000
2.4 Other supplies	
2.41 Library supplies	$17,400
2.42 Marketing	$100
Total Supplies	$42,900

3 OTHER SERVICES/CHARGES

3.1 Professional services	
3.11 Consulting services	$0
3.12 Engineer/Arch Services	$0
3.13 Legal services	$7,000
3.14 Other profess. services	$16,500
3.145 Databases/Licensing Services	$25,034
3.146 E-Books Services	$31,500
3.147 Apps	$100
3.2 Communication/Transportation	

3.21	Telephone	$12,000
3.22	Postage	$2,500
3.23	Traveling expenses	$20,000
3.24	Professional mtgs	$12,000
3.25	Freight/Express	$1,800
3.26	Network expenses	$86,400
3.3	Printing/Advertising	
3.31	Adv/Public. of notices	$800
3.32	Printing (not offc. supply)	$0
3.33	Marketing advertising	$2,500
3.4	Insurance	
3.41	Official bonds	$500
3.42	Other insurance	$30,000
3.5	Utility services	
3.51	Gas	$25,000
3.52	Electricity	$110,000
3.53	Water	$4,000
3.54	Waste disposal service	$8,000
3.6	Repairs/maintenance	
3.61	Bldgs/Structures	$118,270
3.62	Equipment	$2,000
3.7	Rentals	
3.71	Real estate	
3.72	Equipment	$300
3.91	Dues	$2,000
3.92	Interest on loans	$0
3.93	Taxes/Assessments	$300
3.94	Transfer to LIRF	$50,000
3.95	Book reimbursement	$200
3.96	Petty cash	$120
3.97	Interview/moving expense	$0
3.98	Maintenance contracts	$112,754
	Total Other Services/Charges	$681,578
4	CAPITAL OUTLAYS	
4.1	Land	
4.2	Buildings	
4.3	Improvements	$0
4.4	Furniture/equipment	$82,681
4.5	Other capital outlays	0
4.51	Books	$150,000
4.52	Periodicals,newspapers	$22,000
4.53	Nonprint materials	$60,000
	Total Capital Outlays	$314,681
	FUND TOTAL	$2,756,160

Board Meeting Dates
2019

Meetings are held at 6:00 P.M. at the Rensselaer Library unless otherwise noted

Monday, January 14

Monday, February 11
Rensselaer Librarian & Youth Services Specialist Annual Reports

Monday, March 11

Monday, April 8 (at DeMotte)
DeMotte Librarian & Children's Specialist Annual Reports

Monday, May 13

Monday, June 10
Webmaster Annual Report

Monday, July 8

Monday, August 12

Monday, September 9 (at Wheatfield)
Wheatfield Librarian & Children's Specialist Annual Reports

Monday, October 14

Monday, November 11
Technical Services & Systems Administrator Annual Reports

Monday, December 9

Thursday, December 26 (Special Year End Meeting-time to be announced)

Holiday Schedule 2019

The Libraries will be closed on the following days:

New Year's Day: Tuesday, January 1
Memorial Day: Monday, May 27
Independence Day: Thursday, July 4
Labor Day: Monday, September 2
Thanksgiving: Thursday, November 28
Christmas Eve: Tuesday, December 24
Christmas Day: Wednesday, December 25
New Year's Eve: Tuesday, December 31

In addition, all locations will close at 5:00 PM on the day before Thanksgiving.

Employees receiving benefits will also receive a paid holiday on their birthday or another day in their birthday month. Some employees will receive a paid holiday in the month of the anniversary of their employment at JCPL, having reached a milestone anniversary at the library. A list of those eligible for this anniversary holiday will be distributed to department heads by January 1, 2019.

LIBRARY POLICY REVIEW SCHEDULE 2019

Review Month	Policy	Policy Manual Page
January:	Materiality Policy	204
	Code of Ethics Policy	206
February:	FAX Machine Policy	125
	Board Commitment	147
	Staff Commitment	149
	Gift Policy	183
	Debit/Credit Card Processing Policy	202
March:	Microfilm Reader/Printer Policy	155
	FMLA/Military Leave Policy	171
	LCD (Digital) Projector Policy	179
April:	Personnel Policy	109
May:	No policies reviewed	
June:	Audiovisual Equipment Loan Policy	105
	Hotspot Policy	214
	Internet Acceptable Use/Safety Policy	151
	Social Media Policy	196
July:	Public Relations/Information Policy	97
	Public Records Policy	99
	Patron Tasks/Devices	194
August:	Art Exhibit/Display Case Use Policy	131
	Bulletin Board Policy	133
	Photography, Videotaping, and Other Recording Devices Policy	188
September:	Board By-Laws	81
	Mission/Role/Values	87
	Blu-ray/DVD Policy	107
	Group Visit Policy	169
October:	Public Forum Policy	137
	Harassment/Discrimination Policy	139
	Library Credit Card Policy	180
	Digital Access Card Policy	212
November:	Materials Selection Policy	93
	Circulation Policy	161
	Indemnification Policy	177
December:	No policies reviewed	

LIBRARY POLICY REVIEW
SCHEDULE
2020

Review Month	**Policy**	**Policy Manual Page**
January:	Materiality Policy	204
	Code of Ethics Policy	206
February:	Holiday Policy	127
	Library Behavior Policy	141
	Circulating Software Policy	165
March:	Staff Complaint Policy	146
	Public Purchase Policy	175
	Proctoring Policy	216
April:	Personnel Policy	109
May:	No policies reviewed	
June:	Study Room Use Policy	129
	Internet Acceptable Use Policy	151
	Social Media Policy	196
July:	Fax Machine Policy	125
	Reciprocal Borrowing Policy	159
August:	Food, Tobacco, Drug & Alcohol Policy	157
	Walking Books Policy	167
	Fixed Asset Policy	181
September:	Board By-Laws	81
	Board/Staff Privileges	143 & 145
October:	Computer Use Policy	123
	Reference Policy	135
	ADA Notice	190
	Video Surveillance Policy	200
November:	Meeting Room Policy	101-103
	Circulation Policy	161
	Interlibrary Loan Policy	210
December:	No policies reviewed	

Library Board Committees
2019

Budget Committee: Kevin Kaluf, chair; Mark Heinig; Natalie Waling

Meets in July or early August to review next year's budget proposal prepared by library staff. Committee presents recommendation to the full board at the August meeting.

Director's Evaluation Committee: Kristie Housman, chair; Janelle Harper; Jody Melton

Director evaluation forms distributed to director and board members at the April board meeting. (The committee may wish to meet earlier to examine the evaluation form and determine if any changes should be made.) Before the May meeting, committee receives all board members' evaluations of the director as well as the self-evaluation by the director. The committee uses these to prepare a written evaluation of the director. At an executive session at the May board meeting, this evaluation is discussed by the whole board and then given to the director.

Bylaws and Policy Review Committee: Jody Melton, chair; Janet Umlauf; Kristie Housman

Past procedure has been for the director to recommend changes in policies to the policy committee before the policy is to be reviewed by the board. Committee members then notify the director whether or not they concur with proposed changes (or if they would like to propose other changes). If the issue is complicated and there is disagreement, a committee meeting will be held. If committee members concur, no meeting is needed and the director prepares the recommendation of the policy committee for a report to the full board.

Nominating Committee: Janet Umlauf, chair; Janelle Harper; Kevin Kaluf

In October, the nominating committee prepares a slate of officers for the following year. This slate is presented to the board by the committee at the November board meeting. The board elects officers at the December meeting. Officers can serve in the same position only two consecutive years.

ARTICLE 6. GENERAL PROVISIONS

Rule 1. Standards of Eligibility to Receive State Funds

590 IAC 6-1-1 Purpose of rule

Authority: IC 4-23-7.1-11; IC 4-23-7.1-24
Affected: IC 4-23-7.1

Sec. 1. Standards for public libraries are established to:

(1) encourage libraries to maintain a minimum level of service; and

(2) establish criteria for eligibility to receive state and federal appropriations.

(Indiana Library and Historical Board; 590 IAC 6-1-1; filed Mar 17, 2010, 4:01 p.m.: 20100414-IR-590080945FRA, eff Jan 1, 2011; readopted filed Jun 12, 2017, 12:47 p.m.: 20170712-IR-590170172RFA)

590 IAC 6-1-2 Definitions

Authority: IC 4-23-7.1-11; IC 4-23-7.1-24
Affected: IC 4-23-7

Sec. 2. The following definitions apply throughout this article:

(1) "Bylaws" means the rules adopted by the library board for the:
  (A) government of its members; and
  (B) regulation of its affairs.

(2) "Class A" means libraries serving a population greater than thirty-nine thousand nine hundred ninety-nine (39,999).

(3) "Class B" means libraries serving a population of at least ten thousand one (10,001) but fewer than forty thousand (40,000).

(4) "Class C" means libraries serving a population of ten thousand (10,000) or less.

(5) "Collection expenditures" means items that are purchased with operating funds and made available to patrons by the library for loan and reference including:
  (A) books;
  (B) audiovisual materials;
  (C) electronic media devices; and
  (D) databases.

(6) "Continuing education" means an approach to education that encourages dynamic and continuous learning.

(7) "Director" means the librarian who is:
  (A) the administrative head of the library; and
  (B) responsible to the library board for the operation and management of the library.

(8) "Electronic media devices" means devices used by the public to directly access information, excluding peripherals and connectivity.

(9) "Evening hours" means the hours the library is open after 5:00 p.m.

(10) "Fixed location" means each main location, branch, or campus of a library district.

(11) "Full-time" means that the director is paid for:
  (A) at least thirty-five (35) hours per week; or
  (B) if the library is open fewer than thirty-five (35) hours per week, the number of hours that the library is open.

(12) "INSPIRE" means the virtual library composed of multiple online databases available to residents of Indiana.

(13) "Integrated library system" or "ILS" means software used to track:
  (A) items owned;
  (B) circulation; and
  (C) patron records.

(14) "Library board" means the fiscal and administrative body of a public library.

(15) "Library sponsored program" means a workshop, program, seminar, or outreach program sponsored by the library, in which the library's staff plays a significant role, including, but not limited to, technology, informational literacy, early

literacy, children's, cultural programming, and other programming offered for the community.

(16) "Population served" means residents of the library district taxed for the support of the library.

(17) "Public access computer" means each computer connected to the Internet available to patrons and each workstation with software available to patrons, for example, word processing and spreadsheets, or specialized children's programs. Each fixed service location with wireless access to the library's public Internet shall be computed as ten (10) public access computers.

(18) "Special services" means library service for people who are:
   (A) blind;
   (B) deaf; or
   (C) physically disabled.

(19) "Weekend day" means the library is open four (4) hours per day on Saturday or Sunday.

(20) "Young adult" means the age group defined by the American Library Association's Young Adult Library Services Association.

(Indiana Library and Historical Board; 590 IAC 6-1-2; filed Mar 17, 2010, 4:01 p.m.: 20100414-IR-590080945FRA, eff Jan 1, 2011; filed Feb 16, 2016, 2:04 p.m.: 20160316-IR-590150083FRA, eff Jan 1, 2017; readopted filed Jun 12, 2017, 12:47 p.m.: 20170712-IR-590170172RFA)

590 IAC 6-1-3 Eligibility to receive state funds; determination

Authority: IC 4-23-7-5; IC 4-23-7.1-24
Affected: IC 4-23-7.1-11; IC 36-12-11

Sec. 3. The eligibility of a public library to receive state or federal funds and services under the provisions of any program for which the Indiana state library is the administrator shall be determined as follows:

(1) Compliance with any requirements that may be set forth in state legislation providing for such funds.

(2) Compliance with Indiana law.

(3) Compliance with the standards promulgated by the Indiana library and historical board.

(Indiana Library and Historical Board; 590 IAC 6-1-3; filed Mar 17, 2010, 4:01 p.m.: 20100414-IR-590080945FRA, eff Jan 1, 2011; readopted filed Jun 12, 2017, 12:47 p.m.: 20170712-IR-590170172RFA)

590 IAC 6-1-4 Minimum standards for public libraries (Repealed)

Sec. 4. *(Repealed by Indiana Library and Historical Board; filed Feb 16, 2016, 2:04 p.m.: 20160316-IR-590150083FRA, eff Jan 1, 2017)*

590 IAC 6-1-5 Minimum standards for public libraries

Authority: IC 4-23-7.1-11; IC 4-23-7.1-24
Affected: IC 4-23-7; IC 4-23-7.1; IC 5-14-1.5; IC 5-14-3-8; IC 6-1.1-18.5; IC 35-44.1-1-4; IC 36-1-20.2; IC 36-12-2-24

Sec. 5. (a) The library must operate in compliance with Indiana laws, including the following:

(1) The public library law under IC 36-12.

(2) The open door law under IC 5-14-1.5 and access to public records act under IC 5-14-3.

(3) Other Indiana laws that affect municipal corporations and political subdivisions.

(4) Federal laws affecting employment practices.

(b) All newly constructed and existing library facilities must be in compliance with local, state, and federal building and health and safety codes.

(c) The library must comply with provisions of the federal Americans with Disabilities Act to make its physical and digital services available to everyone.

(d) The library board, in accordance with IC 36-12-2-24, is responsible for hiring and evaluating annually a library director with the education and experience required by the librarian certification rules under 590 IAC 5.

(e) The library board and director shall maintain their separate functions as follows:

(1) The board is responsible for governance and policy.

(2) The director is responsible for administration, operation, and management of the library.

(f) The library board shall have written bylaws that state its purpose and its operational procedures as follows:

(1) The bylaws shall specifically state rules governing conflicts of interest and nepotism as follows:

  (A) The rules governing conflicts of interest shall be at least as restrictive as IC 35-44.1-1-4.

  (B) The rules governing nepotism shall be at least as restrictive as IC 36-1-20.2.

(2) The bylaws shall be reviewed by the library board every three (3) years.

(3) A copy of the bylaws and all amendments to the bylaws that have been adopted by the board each year must be submitted with the library's annual report.

(g) The library board shall adhere to the principles outlined in current Indiana state library publications for library trustees.

(h) The library will provide an orientation to new library board trustees in cooperation with the Indiana state library and shall provide training materials to all library trustees and directors annually.

(i) The library shall provide support for continuing education for staff and trustees.

(j) With the advice and recommendation of the library director, the library board shall adopt the following written plans and policies:

(1) Collection development.

(2) Principles of access to all library materials and services, including a schedule of fines and Internet access policy.

(3) A schedule of classification of employees.

(4) An annual schedule of salaries.

(5) A proposed library budget.

(6) A long-range plan of service for between three (3) to five (5) years. The plan, updates, and revisions must be filed with the Indiana state library. At a minimum, the plan shall include the following:

  (A) A statement of community needs and goals.

  (B) An assessment of facilities, services, technology, and operations.

  (C) Measurable objectives and service responses to the community's needs and goals.

  (D) An ongoing evaluation process.

  (E) Financial resources and sustainability.

  (F) An equipment replacement schedule.

  (G) A professional development strategy.

  (H) Collaboration with other public libraries and community partners.

(7) Personnel policies and procedures that, at a minimum, address the following:

  (A) Employment practices, such as recruitment, selection, and appointment.

  (B) Personnel actions.

  (C) Salary administration.

  (D) Employee benefits.

  (E) Conditions of work.

  (F) Leaves.

(k) Hours of service shall be provided to allow the greatest possible access for the community as follows for each public library system. Using the definitions provided in section 2 of this rule, hours open are calculated by taking the total unique hours the district is open for regular public service for the majority of the year. The standards for hours and service days are as follows:

(1) Class A libraries: fifty-five (55) hours per week, including four (4) evenings and one (1) weekend day.

(2) Class B libraries: forty (40) hours per week, including two (2) evenings and one (1) weekend day.

(3) Class C libraries: twenty (20) hours per week, including one (1) evening and one (1) weekend day.

(l) The library shall provide the following minimum services in support of adults, young adults, and children, by providing for each audience:

(1) Acquisition, organization, and loan of print, audiovisual, digital, and other collections.

(2) Reference services, including knowledge of and access to reference materials, including inspire.in.gov.

(3) Space designated for each audience in each fixed location.

(m) Total programs sponsored by the library shall be provided with a minimum frequency of twelve (12) programs per year per system regardless of population served.

(n) The library system shall have a qualified individual holding the appropriate librarian certificate supervising the services listed in subsections (m) and (n), adhering to the rules set forth in 590 IAC 5.

(o) The library system shall offer a children's reading program for a minimum of six (6) weeks at each fixed location annually.

(p) A library shall expend, at a minimum, from all funds combined, at least eight percent (8%) of its reported operating expenditures on library collections.

(q) The library shall provide access directly or through the Indiana state library to large print books, talking books, Braille books, audiobooks, and enhanced media to patrons who are unable to read regular print because of a visual or physical disability.

(r) The library shall provide the following means of communication with the public:

(1) A telephone with a publicly published number.

(2) An answering machine, voice mail, or other similar technology to provide operating hours of the library.

(3) A discoverable public website.

(4) An e-mail address or a means of electronic contact for the library listed on the library's website.

(5) Technology available to electronically transmit documents.

(s) The library shall have an ILS including an online public access catalog.

(t) On-site computers shall be provided at no cost for the use of all persons regardless of residency, so long as such use does not violate any laws or other legally binding prohibitions imposed upon the person, including, but not limited to, fines owed the library or violations of local library policies.

(u) The library shall provide public access computers and wireless access at an appropriate Internet connection speed to meet the needs of its community.

(v) The library shall provide the public the ability to print and make copies at each fixed location. A fee may be charged, not to exceed a fee established under IC 5-14-3-8.

(w) The library's website must be discoverable and include the following for each fixed location:

(1) Hours of operation.

(2) Physical address or addresses.

(3) A map for each fixed location.

(4) Phone number.

(5) E-mail address or other means of electronic contact.

(6) A link to inspire.in.gov.

(7) Public service policies adopted by the library board, to include, but not be limited to, the following:

    (A) Circulation policies.

    (B) Fees.

    (C) Internet use.

(8) Access to the library's online public access catalog.

(9) A calendar or schedule of events and programs, which shall be updated at least monthly, including the dates for the library board meetings.

(x) Each public library shall lend materials through at least one (1) of the following:

(1) Statewide reciprocal borrowing program.

(2) Online Computer Library Center, Inc. resource sharing.

(3) A regional or national resource sharing consortium, such as Evergreen Indiana.

(4) Local reciprocal borrowing program with at least one (1) other public library district within the library district's county or an adjacent county.

(y) Libraries shall not charge their patrons for interlibrary loans (other than reimbursement for actual direct photocopy and postage costs). Recovery of costs for statewide courier services from patrons is not permitted.

(z) A library shall not charge other Indiana libraries for interlibrary loans (other than reimbursement for actual direct photocopy and postage costs). Recovery of costs for statewide courier services from other libraries is not permitted.

(aa) Libraries shall participate in the statewide delivery service managed by the Indiana state library with a minimum of one (1) day per week of service for each two thousand (2,000) packages shipped or received per year, based on the previous year's total volume.

(bb) The library shall annually purge or mark inactive accounts for those patrons who have not used their accounts for the last three (3) years and do not owe materials, fines, or fees to the library, in accordance with the public libraries retention schedule from the Indiana commission on public records.

(cc) The library shall file the annual report for the preceding calendar year with the Indiana state library, in the form prescribed by the Indiana state library. This deadline will coincide with the due date required by the Indiana state board of accounts (LAR-1) report.

(dd) The report shall include a statement from the director and the board president or their designees certifying which standards have been met, including a statement outlining the library's intention and specific measures planned to reach the remaining requirements not met at that time.

(ee) Libraries receiving the same audit exception in two (2) subsequent Indiana state board of accounts audits may be found by the Indiana library and historical board to be ineligible to receive state or federal funds and services under the provisions of any program for which the Indiana state library is the administrator.

(ff) Any falsification of statements certifying which standards have been met shall result in the library being required to return to the Indiana state library any state or federal funding that was received during the year or years a library provided false information.

(gg) The Indiana library and historical board may provide a waiver, not to exceed one (1) year at a time, for a public library to be exempt from one (1) or more public library standards under the following conditions:

(1) The public library is deemed to be out of compliance with one (1) or more standards.

(2) The public library board submits an appeal to the Indiana library and historical board seeking a waiver. The request for a waiver must include a citation of the unmet standard or standards, the reason or reasons for noncompliance, and a plan for correction, including a proposed timetable.

(Indiana Library and Historical Board; 590 IAC 6-1-5; filed Feb 16, 2016, 2:04 p.m.: 20160316-IR-590150083FRA, eff Jan 1, 2017; errata filed Apr 15, 2016, 2:43 p.m.: 20160504-IR-590150083ACA; readopted filed Jun 12, 2017, 12:47 p.m.: 20170712-IR-590170172RFA)

Rule 2. Indiana Document Depository Libraries

590 IAC 6-2-1 Selection of depository documents by state library

Authority: IC 4-23-7-5; IC 4-23-7.1-24
Affected: IC 4-23-7.1

Sec. 1. Selection of documents to be sent to depository libraries shall be:

(1) made by the Indiana state library; and

(2) determined by the availability and general interest of the document.

(Indiana Library and Historical Board; 590 IAC 6-2-1; filed Mar 17, 2010, 4:01 p.m.: 20100414-IR-590080945FRA, eff Jan 1, 2011; readopted filed Jun 12, 2017, 12:47 p.m.: 20170712-IR-590170172RFA)

590 IAC 6-2-2 Exemptions from depository program

Authority: IC 4-23-7-5; IC 4-23-7.1-24
Affected: IC 4-23-7.1

Sec. 2. Documents available only through purchase must be obtained directly from the agency of publication by the depository library, if it desires the publication. *(Indiana Library and Historical Board; 590 IAC 6-2-2; filed Mar 17, 2010, 4:01 p.m.: 20100414-IR-590080945FRA, eff Jan 1, 2011; readopted filed Jun 12, 2017, 12:47 p.m.: 20170712-IR-590170172RFA)*

590 IAC 6-2-3 Interlibrary loan and reference services required

Authority: IC 4-23-7-5; IC 4-23-7.1-24
Affected: IC 4-23-7.1

Sec. 3. Depository libraries must:

(1) provide interlibrary loan and reference service in connection with Indiana state documents to the libraries and to citizens in their respective regions; and

(2) make every effort to:

  (A) see that depository documents are available to the general public; and

  (B) promote their reference use.

(Indiana Library and Historical Board; 590 IAC 6-2-3; filed Mar 17, 2010, 4:01 p.m.: 20100414-IR-590080945FRA, eff Jan 1, 2011; readopted filed Jun 12, 2017, 12:47 p.m.: 20170712-IR-590170172RFA)

590 IAC 6-2-4 Retention of depository documents

Authority: IC 4-23-7-5; IC 4-23-7.1-24
Affected: IC 4-23-7.1

Sec. 4. All depository documents must be retained at least five (5) years by the depository library. *(Indiana Library and Historical Board; 590 IAC 6-2-4; filed Mar 17, 2010, 4:01 p.m.: 20100414-IR-590080945FRA, eff Jan 1, 2011; readopted filed Jun 12, 2017, 12:47 p.m.: 20170712-IR-590170172RFA)*

590 IAC 6-2-5 Disposal of documents by university depository libraries

Authority: IC 4-23-7-5; IC 4-23-7.1-24
Affected: IC 4-23-7.1

Sec. 5. The university depository libraries must request the approval of the Indiana state library before disposing of depository documents retained five (5) years or longer. *(Indiana Library and Historical Board; 590 IAC 6-2-5; filed Mar 17, 2010, 4:01 p.m.: 20100414-IR-590080945FRA, eff Jan 1, 2011; readopted filed Jun 12, 2017, 12:47 p.m.: 20170712-IR-590170172RFA)*

590 IAC 6-2-6 Disposal of documents by secondary depository libraries

Authority: IC 4-23-7-5; IC 4-23-7.1-24
Affected: IC 4-23-7.1

Sec. 6. Secondary depository libraries may, at their own discretion, dispose of documents retained five (5) years or longer, unless the Indiana state library has given advance notice that certain documents are needed for the Indiana state library's collection. *(Indiana Library and Historical Board; 590 IAC 6-2-6; filed Mar 17, 2010, 4:01 p.m.: 20100414-IR-590080945FRA, eff Jan 1, 2011; readopted filed Jun 12, 2017, 12:47 p.m.: 20170712-IR-590170172RFA)*

590 IAC 6-2-7 Termination as depository library by request or for cause

Authority: IC 4-23-7-5; IC 4-23-7.1-24
Affected: IC 4-23-7.1

Sec. 7. (a) Any depository library has the right to relinquish its privilege at any time by addressing a letter to the director of the Indiana state library stating that the library no longer wishes to be a depository for Indiana state documents.

(b) The privilege may also be taken away by the director of the Indiana state library for failure of the library to adhere to the rules for Indiana document depository libraries.

(c) Upon termination of the depository privilege, either by request or for cause, the library shall request of the director of the Indiana state library instructions concerning disposition to be made of the depository publications of the library. *(Indiana Library and Historical Board; 590 IAC 6-2-7; filed Mar 17, 2010, 4:01 p.m.: 20100414-IR-590080945FRA, eff Jan 1, 2011; readopted filed Jun 12, 2017, 12:47 p.m.: 20170712-IR-590170172RFA)*

*

Jasper County Public Library 2019 Board Members

	Phone	Term Expires	Appointed By
President:			
Janet Umlauf	[redacted]	December 31, 2019	County Commissioners
[redacted]	[redacted]		
Vice-President:			
Kevin Kaluf	[redacted]	June 30, 2020	County Council
[redacted]	[redacted]	[redacted]	
Secretary:			
Kristie Housman	[redacted]	May 11, 2021	Rensselaer Central School Board
[redacted]	[redacted]	[redacted]	
Treasurer:			
Janelle Harper	[redacted]	December 31, 2022	County Commissioners
[redacted]	[redacted]		
Asst. Treasurer:			
Mark Heinig	[redacted]	May 9, 2022	Rensselaer Central School Board
[redacted]	[redacted]		
Natalie Waling	[redacted]	December 31, 2021	County Council
[redacted]	[redacted]	[redacted]	[redacted]
Julie Davidson	[redacted]	August 2, 2023	Pres. KV & West Central School Boards
[redacted]	[redacted]		

Jasper County Public Library 2019 Board Members ps

	Phone	Term Expires	Appointed By
President:			
Janet Umlauf	[redacted]	December 31, 2019	County Commissioners
[redacted]	[redacted]		
Vice-President:			
Kevin Kaluf	[redacted]	June 30, 2020	County Council
[redacted]	[redacted]	[redacted]	
Secretary:			
Jody Melton	[redacted]	August 2, 2019	Pres. KV & West Central School Boards
[redacted]	[redacted]	[redacted]	
Treasurer:			
Janelle Harper	[redacted]	December 31, 2022	County Commissioners
[redacted]	[redacted]		
Asst. Treasurer:			
Mark Heinig	[redacted]	May 9, 2022	Rensselaer Central School Board
[redacted]	[redacted]		
Kristie Housman	[redacted]	May 11, 2021	Rensselaer Central School Board
[redacted] [redacted]			
	[redacted]	[redacted]	
Natalie Waling	[redacted]	December 31, 2021	County Council
[redacted]	[redacted]		

EMPLOYEE_N	JOB_TITLE	ADDRESS	CITY,STATE	TELEPHONE	CELL_PHONE
LONG, Rebecca	Tech Services Librarian - R	[redacted]	[redacted]	[redacted]	[redacted]
O, Donna	HR Specialist - R	[redacted]	[redacted]	[redacted]	[redacted]
BECKER, Kate	Clerk - D	[redacted]	[redacted]	[redacted]	[redacted]
BEEDLE, Marlene	Specialist - D	[redacted]	[redacted]	[redacted]	[redacted]
BISHOP, Nicole	Clerk - D	[redacted]	[redacted]	[redacted]	[redacted]
CAVINDER, Rachael	Y.S. Specialist - W	[redacted]	[redacted]	[redacted]	[redacted]
DEVRIES, Carolynn	Specialist - W	[redacted]	[redacted]	[redacted]	[redacted]
DELGER, Kimberly (Kim)	Specialist - D	[redacted]	[redacted]	[redacted]	[redacted]
DUDA, John	Janitor - R	[redacted]	[redacted]	[redacted]	[redacted]
EENIGENBURG, Patty	Assistant- D	[redacted]	[redacted]	[redacted]	[redacted]
ELIZONDO, Samantha	Page - D	[redacted]	[redacted]	[redacted]	[redacted]
FAGENBAUM, Autumn	Page - D, W	[redacted]	[redacted]	[redacted]	[redacted]
FISHER, Makenzi	Page, R	[redacted]	[redacted]	[redacted]	[redacted]
GILBERT, Jason	Maintenance - W	[redacted]	[redacted]	[redacted]	[redacted]
GILMORE, Rayann	Business Mgr - R	[redacted]	[redacted]	[redacted]	[redacted]
GRUBE, Carol	Clerk - W	[redacted]	[redacted]	[redacted]	[redacted]
HACHLICA, Nickole	YS Assitant - W	[redacted]	[redacted]	[redacted]	[redacted]
HAUSENFLECK, Karla	YS Assistant - D	[redacted]	[redacted]	[redacted]	[redacted]
HELDAK, Shannon	Librarian - D	[redacted]	[redacted]	[redacted]	[redacted]
HERNANDEZ, Saul	Maintenance - D	[redacted]	[redacted]	[redacted]	[redacted]
HOPKINS, Beth	Page - R	[redacted]	[redacted]	[redacted]	[redacted]
HUNTER, Kimberly	Assistant - R	[redacted]	[redacted]	[redacted]	[redacted]
JONES, Margaret	Janitor - W	[redacted]	[redacted]	[redacted]	[redacted]
KEOWN, James "Josh"	Janitor - D	[redacted]	[redacted]	[redacted]	[redacted]
KRISTOFF, Deborah	Agency Librarian - D	[redacted]	[redacted]	[redacted]	[redacted]
KUHN, Rachel	Specialist - R	[redacted]	[redacted]	[redacted]	[redacted]
LAMBERT, Catherine "Kate"	Clerk - W	[redacted]	[redacted]	[redacted]	[redacted]
LAMBERT, Jean	Janitor/TS LA - D, R	[redacted]	[redacted]	[redacted]	[redacted]
LENTINO, Kari	Clerk - R	[redacted]	[redacted]	[redacted]	[redacted]
NS, Diane	Clerk - R	[redacted]	[redacted]	[redacted]	[redacted]
IEJEWSKI, Josslyn	Page - R	[redacted]	[redacted]	[redacted]	[redacted]
MAXWELL, Sheila	Systems Admin - R	[redacted]	[redacted]	[redacted]	[redacted]
McDANIEL, Kayla	Clerk - D	[redacted]	[redacted]	[redacted]	[redacted]
MICHELIN, Peggy	T.S. Specialist -R	[redacted]	[redacted]	[redacted]	[redacted]
MOLENAAR, Mary	TS Specialist - R	[redacted]	[redacted]	[redacted]	[redacted]
ODLE, Cheyann	Clerk - W	[redacted]	[redacted]	[redacted]	[redacted]
ORSAG, Hannah	Clerk - D	[redacted]	[redacted]	[redacted]	[redacted]
PARRISH, Evelyn	Agency Librarian - W	[redacted]	[redacted]	[redacted]	[redacted]
PESHEWA, Isabella	Clerk - R	[redacted]	[redacted]	[redacted]	[redacted]
PHILLIPS, Nancy	Y.S Assistant - R	[redacted]	[redacted]	[redacted]	[redacted]
POORTENGA, Linda	HQ Librarian - R	[redacted]	[redacted]	[redacted]	[redacted]
PRESCARO, Andrea	Assistant - R	[redacted]	[redacted]	[redacted]	[redacted]
PRINCELL, Allison	Janitor - R	[redacted]	[redacted]	[redacted]	[redacted]
SALYER, Beth	Clerk - R	[redacted]	[redacted]	[redacted]	[redacted]
SANDERS, Alicia	Assistant - D	[redacted]	[redacted]	[redacted]	[redacted]
SANDERS, Christina	Janitor/Courier - W, R	[redacted]	[redacted]	[redacted]	[redacted]
SMITH, Cindy	Clerk - R	[redacted]	[redacted]	[redacted]	[redacted]
SMITH, Melissa	Specialist - R	[redacted]	[redacted]	[redacted]	[redacted]
SPEACHT, Nanette	Assistant - W	[redacted]	[redacted]	[redacted]	[redacted]
STEINBERG, Lyriel	Page - W	[redacted]	[redacted]	[redacted]	[redacted]
STRINGFELLOW, Patty	Director - R	[redacted]	[redacted]	[redacted]	[redacted]
THOMAS, Zachary	Page - D	[redacted]	[redacted]	[redacted]	[redacted]
THOMPSON, Linda	Assistant - W	[redacted]	[redacted]	[redacted]	[redacted]
TRAINOR, Nelle	Assistant - D	[redacted]	[redacted]	[redacted]	[redacted]
VAN BLAIRCOM, Daniel	Maintenance - R	[redacted]	[redacted]	[redacted]	[redacted]
WIDNER, Melissa	Specialist - R	[redacted]	[redacted]	[redacted]	[redacted]
WILMA, Janice	Librarian - R	[redacted]	[redacted]	[redacted]	[redacted]
WYNKOOP, Dorene	Clerk - W	[redacted]	[redacted]	[redacted]	[redacted]

Revised 12/27/2018

Jasper County Public Library Board and Administration Monthly Tasks

Every Month

- Library receives Certified Shares (LIT)
- Business Manager completes SBA-required uploads to the Gateway by the 25th day of the month – bank reconcilements; approved board minutes; funds ledger (summarizing total receipts, disbursements, and balances by Fund) **This new requirement began mid-year 2018 and SBA requests that we go back and upload Jan-June 2018 files, too. We will honor that request no later than 1/31/19)

January

1. Form the Board of Finance after the first Monday and before the last day of January. Elect officers for it. Director reports on the library's past year investments. Board designates newspapers in which library publishes notices. Board accounting resolutions are approved. List of all 2 yr old outstanding checks filed and declared void and receipted back into accounts.

2. New officers take office.

3. President appoints standing committees: Budget, Bylaws & Policy Review, Director Evaluation, Nominating

4. Annual salary ordinance is approved.

5. Library board and staff will complete Code of Ethics Disclosure Form annually.

6. Certification of Board and employees to State Board of Accounts by January 31 annually (submitted via Gateway).

7. Annual statistic report due to Indiana State Library by March 1.

8. Every three years the Library Board will solicit bids for library insurance. Begin this process in January. (Bid out in 2019.)

9. Materiality Policy & Code of Ethics Policy reviewed annually.

February

1. Annual financial report (LARS Report) due to State Board of Accounts by March 1. Internal Control training certifications uploaded with report. Business Manager completes SBA-required annual uploads to the Gateway no later than March 1 – year-end bank statement; year-end outstanding check list; year-end investment statements; detail of receipts for the year; detail of disbursements for the year; current year salary ordinance; annual employee earnings record; annual vendor history report.

2. Not later than 60 days after the expiration of each calendar year publish an annual report of the receipts and expenditures during the preceding calendar year.

3. February 28 is the deadline for each political subdivision to submit report to the DLGF of any outstanding bonds or leases (as of January 1). IC 5-1-18-9 DLGF cannot certify a budget or levy for debt service funds for the next year's budget if debt issuance report is not filed, unless the DLGF grants a waiver for good cause.

4. Update nonresident annual fee. Send copy of minutes to Indiana State Library.

March

1. March 1 Units file Annual Report for preceding year with SBA. In addition to being used for SBOA audit, this information is used by the Department to prepare an annual report on expenditure per capita of political subdivisions. IC 5-11-1-4; IC 6-1.1-33.5

April

1. Every three years the Library Board will designate insurance company to handle library insurance for following three years. (Designation should occur in 2019.)

2. Director Evaluation form is distributed to board members. Director submits self-evaluation to Board Evaluation Committee.

3. At April Board meeting, ask for resolution approving a request for an advanced tax draw. Then after the 12th of the month send letter to the County Treasurer (with copy to County Auditor) requesting an advance tax draw.

May

1. Annual budget workshops for Librarians and Trustees, sponsored by State Board of Tax Commissioners, State Board of Accounts, and Indiana State Library.

2. Evaluation of Director is completed and presented at executive session before monthly board meeting. Director's salary for following year is determined in open session at board meeting.

June

1. By June 1 names and addresses of employees sent to County Treasurer.

2. Property tax distribution of May 10 collection by June 29.

July

1. Begin preparation for ensuing year's annual budget. Budget committee prepares recommendations to report to full board in August.

2. Budget meeting with representative from DLGF to go over our budget and plug in any new figures they might have for miscellaneous revenues.

3. Finalize budget estimate, plan for public hearing, approval to advertise, and adoption.

August

1. Deadline for county auditors to certify 2018 pay 2019 net assessed values and estimates of miscellaneous revenues with units and the department. IC 6-1.1-17.1

September

1. September 1 is the last day for units, including certain libraries under IC 6-1.1-17-20.3 to submit proposed 2019 budgets, rates, and levies to county fiscal bodies or other appropriate fiscal body for review and recommendation or adoption. Local council sets the date that is typically in August in Jasper County.

2. DLGF will establish the last day for first and second publications of proposed 2019 tax levy, budget, and notice to taxpayers of public hearing. Memo is distributed to units with dates.

3. Self-evaluation forms distributed to library staff by supervisors who choose to evaluate staff at the end of the year.

October

1. October 1 is the last day for county fiscal body to complete review and issue non-binding recommendation to civil taxing units regarding civil taxing units proposed tax rates, levies, and budgets for the next year.

2. DLGF memo will indicate last possible day for taxing units to hold a public hearing on next year's budget. Public hearing must be held at least 10 days before budget is adopted.

3. DLGF memo will indicate last possible day ten or more tax payers may object to next year's budget, tax rate, or tax levy of a political subdivision.

4. Board Nominating Committee prepares slate of officers for following year.

5. At October Board meeting, ask for resolution approving a request for an advanced tax draw. Then send letter to the County Treasurer after the 12th of the month (with copy to County Auditor) requesting an advance tax draw.

In recent years Budget is adopted, usually at the regular board meeting but at least ten days after public hearing which has been held in September in recent years.

Library budget is submitted via Gateway no later than two days after adoption.
Final due date in DLGF memo.

November

1. November 1 is the deadline for all taxing units to adopt next year budgets, rates, and levies.

2. Nominating Committee presents slate of officers at board meeting.

2. Annual evaluations of the staff are completed by appropriate supervisors at branches which do not choose to evaluate on anniversary dates. Due by the end of the year!

3. Assistant treasurer is selected by board.

4. Annual Bookkeeping Workshop by State Library (might also be scheduled for December!)

5. Internal Control Standards & System Reviewed/Revised/Adopted by Board

December

1. Election of officers.

2. Hearing of ensuing year's budget by State Board of Tax Commissioners (DLGF changing this timeline so may occur later in the year or at the beginning of the next year)!

3. Library receives last installment of property, CVET, excise & financial institution tax revenues.

4. Encumbrances must be approved by Board, other fund transfers are made and transfer to LIRF (if any) made.

5. Provide board with board meeting schedule for following year.

6. Create Board Policy Review Schedule for following 2 years.

7. By December 1 names and addresses of employees sent to County Treasurer.

8. Director distributes list of ensuing years' holidays.

9. Newly elected Board Treasurer and Assistant Treasurer to provide Financial Banking Institutions with their information and sign new back authorizations as check signers. New Treasurer and Assistant Treasurer bonds to be issued for new year.

revised 12/18

Bylaws of the Board of Trustees
# of the
Jasper County Public Library

ARTICLE I

ORGANIZATION

Section 1 **Name**. The name of this board shall be the Board of Trustees of the Jasper County Public Library, hereinafter referred to as "the Board". The Jasper County Public Library will be hereinafter referred to as "the Library."

Section 2 **Organization**. The Library is a Class One Public Library operating under the Public Library Law of 1947 and the Library Services Authority of 1967 of the State of Indiana. The Board exercises the powers and authority and assumes the responsibilities delegated to it under the provisions of I.C. 36-12.

Section 3 Geographical boundaries of the Library and taxed library district include all of Jasper County, Indiana, with the exception of Remington and Carpenter Township.

ARTICLE II

STATUTORY AUTHORITY

The Board shall govern and set policy for all of the affairs of the public library under the provisions of I.C. 36-12-3-3. It may make rules for the discharge of its responsibilities, and it may manage and insure all real property belonging to the public library.

ARTICLE III

PURPOSE AND DUTIES

Section 1 The Board shall govern and set written policy for the library. It has the power to make all rules and regulations for the discharge of its responsibility.

Section 2 The Board shall employ a competent and qualified library Director to carry out its policies, under provisions of I.C. 36-12-2-24.

Section 3 The Board shall plan for the future of the library in light of the needs of the community, securing adequate facilities and funds to carry out the library's program of service.

Section 4 The Board shall monitor and evaluate the overall effectiveness of the library.

Section 5 The Board shall act as an advocate for the library in the community and advocate for the community as a Board.

ARTICLE IV

TRUSTEES

Section 1 **Appointments** . The application, appointment, term and removal of trustees shall be in accordance with provisions of I.C. 36-12-2-7 to 9 and I.C. 36-12-2-11 and I.C. 36-12-2-18 to 20.

Section 2 **Compensation**. According to the provisions of I.C. 36-12-2-21, members of the Board shall serve without compensation. A board member may not serve as a paid employee of the public library.

ARTICLE V

MEETINGS

Section 1 **Open Door Law**. Meetings of the Board are subject to Indiana's Open Door Law, I.C. 5-14-1.5. All meetings of the Board, except necessary executive sessions, shall be open to the public.

Section 2 **Meetings**. The Board shall meet at least monthly, and at any other times a meeting is necessary, under provisions of I.C. 36-12-2-23.

Section 3 **Regular monthly meetings**. Meetings will be held in the second week of the month.

Ten meetings will be held at the Rensselaer Library, one meeting per year will be held at the DeMotte Library and one per year at the Wheatfield Library. Dates and places for the following year will be determined annually. A Board of Finance meeting will be held annually in January.

Section 4 **Special meetings**. Special meetings may be called by the President or by any two board members, provided that all members are given prior notice, written or oral, of the date, time, place and purpose of such meetings, according to provisions of I.C. 36-12-2-23. Public notice must also be given of such meetings, in accordance with provisions of I.C. 5-14-1.5-5.

Section 5 **Executive sessions**. Executive sessions may be called by the President or any two (2) Board members and must appear on the agenda of the meeting. Executive sessions may be held only in the following instances under provisions of I.C. 5-14-1.5-6 :

where authorized by federal or state statute

for discussion of strategy with respect to: collective bargaining; initiation of litigation or pending or threatened litigation; the implementation of security systems; the purchase or lease of real property

interview with industrial or commercial prospects or their agents

with respect to any employee's status or alleged misconduct

for discussion of confidential records

to discuss job performance evaluation of individual employees

Section 6 **Quorum**. For all board meetings, four (4) members shall constitute a quorum.

Section 7 **Majority vote**. An affirmative vote of the majority of all board members present shall be necessary to approve any action before the board.

Section 8 **Conduct of meetings**. Conduct of all meetings will be according to the most recently revised edition of Robert's Rules of Order.

Section 9 **Recommended order of business**

Executive session (when necessary)
Approval of agenda format and of consent agenda items
General business
Director's Report
Items for future agendas
Public forum
Adjournment

Section 10 **Director**. The Director as advisor to the Board and committees shall, unless excused, attend all meetings and take part in all deliberations but shall have no vote.

ARTICLE VI

OFFICERS OF THE BOARD

Section 1 The Board shall elect annually a President, Vice-President, Secretary and Treasurer, under provisions of I.C. 36-12-2-23. Terms of office shall begin on January 1. Officers shall be elected for no more than two (2) consecutive terms in the same office.

Section 2 **President**. The president shall preside at all board meetings, appoint all standing or special committees and perform other duties normally associated with the office or assigned by the Board.

Section 3 **Vice-president**. The vice-president shall preside over meetings in the absence of the president and shall perform such duties assigned by the President.

Section 4 **Secretary**. The secretary shall oversee minute-taking and correspondence done by library staff on behalf of the Board. The Board treasurer shall be the Assistant Secretary, acting in the absence of the Secretary.

Minutes will record the following: date, time and place of meeting; members present; general substance of all matters proposed, discussed or decided; results of all votes taken, by individual members if there is a roll call, under provisions of I.C. 5-14-1.5-4b.

The minutes shall be available within one week after the meeting and are open for public inspection and copying, according to provisions of I.C. 5-14-1.5-4c.

Section 5 **Treasurer**. The treasurer shall be responsible for insuring that adequate financial records are kept by library staff, accurate and timely financial reports are delivered to the board and an audit of the system's finances is completed.

The treasurer shall issue warrants which are approved by the board in payment of expenses lawfully incurred in behalf of the library. At each November meeting, the board will appoint a board member to act as assistant treasurer for the following year.

The treasurer shall give a surety bond for the faithful performance of his/her duty and for the accurate accounting of all money coming into his/her custody, in accordance with I.C. 36-12-2-22. Any other officer authorized by the Board to sign checks shall also give such bond.

Section 6 **Nominating Committee**: The Nominating Committee shall present a slate of officers at the November meeting. The Board shall elect officers at the December meeting. Nominations will be accepted from the floor but must have a second and the consent of the nominated trustee. If there are nominations from the floor, voting shall be by written ballot; otherwise, election shall be by consensus.

Section 7 **Vacancies**. When officer vacancies occur, the President shall appoint a replacement who will serve for the unexpired term only. If the appointment is for less than six months, the term will not be counted as a one (1) year term of office. Appointee may then serve for two additional terms in that same office if elected.

ARTICLE VII

FINANCES

Section 1 **Finance powers**. The Board shall have such finance powers as are set forth in I.C. 36-12-3-10, shall establish funds to keep money and securities of the library, in accordance with I.C. 36-12-3-11, shall invest excess funds in accordance with I.C. 5-13-9.

Section 2 **Borrowing**. Any funds authorized by law to be borrowed, may be borrowed only by resolution of the Board; however, the execution of any documents related to the borrowing may be executed by any two Board officers.

Section 3 **Special Board of Finance**. The full Board shall constitute the Special Board of Finance which shall meet as designated by I.C. 5-13-8 and shall maintain the same officers as the Library Board.

ARTICLE VIII

COMMITTEES

Section 1 The President shall appoint 3-member standing committees at the January meeting. Standing committees shall consist of the Budget Committee, Bylaws and Policy Review Committee, Director's Evaluation Committee, and Nominating Committee.

Section 2 Other committees shall be appointed at the discretion of the President.

ARTICLE IX

ROLE OF THE DIRECTOR

The Director, as the administrative head of the library, shall be responsible to the Board for the operation and management of the library. The Director shall also act as advisor to the Board and its committees. The Board shall maintain a current written job description for the Director, which sets forth, in detail, the role of the Director.

ARTICLE X

ETHICS/CONFLICT OF INTEREST FOR TRUSTEES

Trustees, in the capacity of trust imposed upon them, shall observe ethical standards with absolute truth, integrity, and honor.

Trustees must promote a high level of service while observing ethical standards.

Trustees must avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues, or the institution.

Trustees will not use the library for personal advantage or the personal advantage of friends or relatives.

It is incumbent upon any Trustee to disqualify himself/herself immediately whenever the appearance of a conflict of interest exists.

ARTICLE XI

NEPOTISM

Close relatives of Board members and staff shall not be employed by the Library. Close relatives are defined to include: spouses, parents, children, brothers, sisters, brothers-and sisters-in-law, fathers-and mothers-in law, sons- and daughters-in-law, stepparents, stepbrothers, stepsisters, and stepchildren.

ARTICLE XII

AMENDMENTS

Section 1 Amendments to these bylaws may be proposed at any meeting of the Board.

Section 2 Voting on any proposed amendment will not occur until the next regular meeting following its proposal.

3/95; revised 10/16; revised 9/19

JAN.

Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, January 14, 2019, 6pm
Rensselaer Public Library

Board of Finance Meeting	**Purpose**
Annual Financial Report (R 8)	Information
Outstanding Checks (F2.2)	Information
Accounting Practices for 2019 (R 9)	Action
Resolution to Allow Bill Payment with Prior Approval (R 16)	Action
Designate Newspapers for Publishing Notices (R 20)	Action
Opening of Meeting	
Moment of Silence	
Approval of Consent Agenda & Consent Agenda Items	Action
Minutes of December Board Meetings	
Bills/Financial Reports	
Salary Ordinance for 2019 (R 7)	
Policy Review (R 10, R 12, R 20)	
General Business	
Oath of Office – Janelle Harper (R 21)	Action
Oath of Office – Treasurer (R 21)	Action
Oath of Office – Assistant Treasurer (R 21)	Action
Conflict of Interest (R 18; R 21)	Information
Committee Assignments (R 21)	Information
Building Insurance Bidding Process (R 21)	Information
Director's Report (R 20-R 23)	Information
Items for Future Agendas	
Public Forum	
Adjournment	

To inform, enrich, and empower our diverse community.

MINUTES **December 10, 2018**
Jasper County Public Library Board of Trustees **Rensselaer Library**
6:00 PM

Present: Mark Heinig, Natalie Waling, Kevin Kaluf, Janet Umlauf, Patricia Stringfellow, Rayann Gilmore
Absent: Janelle Harper, Jody Melton, Kristie Housman

Agenda & Consent Agenda Approval: The Agenda and Consent Agenda items that included the November Board Meeting Minutes, bills/financial reports, and Hotspot Policy revisions were approved as presented on a motion by M. Heinig and seconded by N. Waling. Motion passed.

Add New Material Type – STEM Kits: We applied for and received grant funding from the Jasper Newton Foundation for STEM Kits. As an educational hub in our communities, we recognize the importance of offering STEM-based resources and encouraging our young patrons in a way that will prove most beneficial to them in their futures. We have already begun offering STEM programming, but would like to offer families the opportunity to bring STEM into their homes. We believe this will help children become more excited, as well as assist parents in better understanding what STEM really is, and encourage families to work and play together in educational ways. We plan to purchase six kits for each branch to circulate: Snap Circuits Jr. Select Kits, Firstscope Telescopes, Code and Go Robot Mouse Activity Kits, Marble Run Kits, Dash Robots, and Mindware Imagination Magnet Kits. We recommend the following circulation parameters: holds/renewals allowed with one-week checkout. This item will not be loaned via ILL. Wheatfield Library Branch Manager, Evie, initiated this new material type after learning about similar collections at last year's TLCU. K. Kaluf moved to approve the circulation of STEM Kits with the recommended circulation parameters, seconded by N. Waling. Motion passed.

Add New Material Type – Circulating Launchpads: We recommend adding a new material type, Launchpad. Launchpads are digital devices pre-loaded with educational games for children organized by age groups. Currently these items are available for in-house use but are used minimally. We feel that patrons will be interested in checking them out for home use. We do have plans to purchase more Launchpads as Playaway Views are no longer being manufactured. We currently have 11 launchpads (7-DeMotte, 2-Wheatfield, 2-Rensselaer). Launchpads cost $100 to $150. We recommend the following circulation parameters: holds/renewals allowed with one-week checkout. This item will not be loaned via ILL. N. Waling moved to approve the circulation of Launchpads with the recommended circulation parameters, seconded by M. Heinig. Motion passed.

Dental Insurance Renewal: We have received our rates for dental insurance. We budgeted for a 15% increase but our rates came in with only a 4.47% increase. Coverage did not change. M. Heinig moved to continue with the current dental insurance plan, seconded by K. Kaluf. Motion passed.

Vision Insurance Renewal: Our vision insurance plan is not up for renewal this year. Our current rates and coverage continue through December 31, 2019.

LIRF Transfers: In December of each year we determine an amount to transfer from line 3.94 of our Operating Budget to our Library Improvement Reserve Fund (LIRF). This year we do not recommend transferring money to LIRF as we are trying to grow our Operating Balance. This year we set a goal to expend only what we receipt in. We nearly made it but did not quite reach our goal. We do anticipate a good operating balance for the start of the year.

2019 Salary Increase: P. Stringfellow explained that the 2019 Budget was written to support a 3% salary increase. K. Kaluf motioned to approve a 3% salary increase for staff in 2019, seconded by M. Heinig. Motion passed.

Director Salary 2019: As per Board and Administration Monthly Tasks, Director's salary for 2019 is determined in open session. M. Heinig moved that the Director's salary be increased by 3% as approved for staff. N. Waling seconded the motion. Motion passed.

Election of Officers: K. Kaluf made a motion to elect the slate of officers as presented: President- J. Umlauf, Vice-President- K. Kaluf, Secretary- J. Melton, Treasurer- J. Harper, Assistant Treasurer- M. Heinig. N. Waling seconded the motion. Motion passed.

End of December Board Meeting: Board members are scheduled to meet Thursday, December 27, 2018 at 8:30am at the Rensselaer Library to approve year-end bills, transfers, and encumbrances. M. Heinig, J. Umlauf, N. Waling, and K. Kaluf are able to attend.

Director's Report: On November 29 DeMotte Public Library was recognized as Non-Profit of the Year by the DeMotte Chamber of Commerce. Seven of us attended a wonderful Annual Meeting and Awards Night to receive the award and celebrate. We are honored to be recognized in this way. Beginning in January 2019, WorkOne will hold office hours at DeMotte and Wheatfield Libraries. WorkOne has an office in Rensselaer, but individuals who need their services in northern Jasper County may not be able to visit the office due to transportation or other issues. Holding office hours at our libraries will bring these critical job-related services to individuals who might not otherwise be able to take advantage of them. Office hours will be held in library study rooms on the second Friday every month – 9am-12noon at DeMotte and 1-4pm at Wheatfield. We will try this arrangement for two months and then evaluate with WorkOne to see if we wish to continue. This partnership with WorkOne came about because of our participation in the Jasper County Leadership Class. We learned of a community need and worked to meet it. The Indiana State Library has released their Indiana Public Libraries Annual Report for 2017 with a nice color booklet summarizing the statistics and services offered by libraries and featuring several stories from libraries across the state. Jasper County Public Library made the booklet with our story of the 4th Thursday Book Club at Rensselaer interacting with an author in New York via Skype.

Adjournment: With no further matters for discussion J. Umlauf adjourned the meeting at 6:25 PM.

Mark Heinig, Secretary Pro-Tem

Janet Umlauf

Attest: Janet Umlauf, President

Minutes……………………………………………………….December 27, 2018
Meeting of the Jasper County Public Library Board 8:30 AM
Rensselaer Library

Present: Kevin Kaluf, Mark Heinig, Janet Umlauf, Natalie Waling, Patty Stringfellow

On a motion by N. Waling, seconded by K. Kaluf, the Board unanimously approved year-end bills.

On a motion by M. Heinig, seconded by N. Waling the Board unanimously approved transfers in the Operating Fund and the Rainy Day Fund.

With no further business, the meeting adjourned at 8:40 AM.

Janet Umlauf

Attest: Janet Umlauf

Mark Heinig, Secretary Pro Tem

CIRCULATION BY HOLDINGS CODE
December 2018

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	0	0	0	0
Award Winner JE (DAJE)	0	0	0	0
Award Winner JFIC (DAJFIC)	15	0	0	15
Award Winner JNF (DAJNF)	0	0	0	0
Award Winner JPFIC (DAJBPF)	0	0	0	0
Award Winning fiction (DAWFIC)	0	0	0	0
Award Winning non-fiction (DAWN	0	0	0	0
Award Winner YAFIC (DAYAF)	0	0	0	0
Award Winner YAPFIC (DAYPBF)	0	0	0	0
Biography (DBIO)	21	4	1	26
Blu-Ray (DBR)	287	10	5	302
Books on CD (DBKCD)	71	3	1	75
Books on Tape (DBKT)	0	0	0	0
Compact Disc (DCD)	49	0	7	56
Digital Audiobooks (DDA)	16	0	0	16
DVD (DDVD)	1511	63	39	1613
Equipment (DEQP)	9	0	0	9
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	0	0	0	0
Fiction (DFIC)	449	16	6	471
Fiction Fantasy (DFICF)	4	0	1	5
Fiction Inspirational (DFICI)	1	0	0	1
Fiction Mystery (DFICM)	47	1	2	50
Fiction New (DFICNEW)	357	13	16	386
Fiction Science Fiction (DFICSF)	14	2	0	16
Fiction Western (DFICW)	0	3	0	3
Genealogy (DGENE)	0	0	0	0
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	89	0	1	90
Hanging Bags (DHANG)	5	0	0	5
Hotspots (DWIFI)	35	6	3	44
ILL (DILL)	10	0	0	10
Internet (DINTER)	397	0	0	397
Juv. Audio book (DJAUDB)	16	0	1	17
Juv. Biography (DJBIO)	17	0	0	17
Juv. Book on CD (DJBKCD	0	0	0	0
Juv. Book on Tape (DJBKT)	0	0	0	0
Juv. Compact Disc (DJCD)	15	0	1	16
Juvenile Easy (DJE)	436	32	8	476
Juv. Easy Non-fiction (DJENF)	19	4	0	23
Juv. Easy Reader (DJER)	233	0	2	235
Juv. Fiction (DJFIC)	339	4	4	347
Juv. Holiday books (DJHOL)	207	8	8	223
Juv. Magazine (DJMAG)	4	0	0	4
Juv. Music Cassette (DJMC)	0	0	0	0
Juv. Nonfiction (DJNF)	187	1	5	193
Juv. Nonfic Text Bk (DJNFTB)	0	0	0	0
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	0	0	0

Juv. Reference (DJREF)	3	0	0	3
Juv. Toddler (DJTOD)	101	0	0	101
Large Print Fiction (DLPF)	106	8	5	119
Large Print Inspirational (DLPI)	0	0	0	0
Large Print Mystery (DLPM)	0	0	0	0
Large Print New (DLPN)	77	8	3	88
Large Print Nonfic (DLPNF)	4	0	0	4
Large Print Western (DLPW)	0	0	0	0
Magazine (DMAG)	392	0	1	393
Music Cassette (DMCAS)	0	0	0	0
Nonfiction 000 (DNF000)	1	0	0	1
Nonfiction 100 (DNF100)	12	0	0	12
Nonfiction 200 (DNF200)	18	1	2	21
Nonfiction 300 (DNF300)	22	3	0	25
Nonfiction 400 (DNF400)	0	0	0	0
Nonfiction 500 (DNF500)	18	0	0	18
Nonfiction 600 (DNF600)	63	12	4	79
Nonfiction 700 (DNF700)	41	0	3	44
Nonfiction 800 (DNF800)	2	2	0	4
Nonfiction 900 (DNF900)	36	2	2	40
Nonfiction Blu-Ray (DNFBR)	1	0	0	1
Nonfiction DVD (DNFDVD)	57	2	0	59
Nonfiction (DNFIC)	7	0	0	7
Nonfiction New (DNFNEW)	119	6	12	137
Nonfiction VHS (DNFVHS)	0	0	0	0
Oversize (DOVER)	0	0	0	0
Professional Coll. (DPROF)	0	0	0	0
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	0	0	0	0
Playaway View (DVIEW)	0	0	0	0
Reference (DREF)	0	0	0	0
Ref. Magazine (DRMAG)	0	0	0	0
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	2	0	0	2
Software (DSWAR)	2	0	0	2
SRCS (SRCS) DeMotte	0	0	0	0
SRCS (From other libraries ILL-SR	7	75	2	84
SRCS (SRCSW) Wheatfield	0	0	0	0
Vertical File (DVF)	0	0	0	0
VHS (DVHS)	0	0	0	0
YA Audio book (DYAUDB)	2	0	0	2
YA Biography (DYAB)	1	0	0	1
YA Books on CD (DYABKCD)	0	0	0	0
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	100	6	6	112
YA Music CD (DYACD)	0	0	0	0
YA Nonfiction (DYANF)	19	0	0	19
YA Paperback Fic (DYAPBF)	0	0	0	0
Storage (DZSTO)	3	0	1	4

Award Winner JBIO (RAJBIO)	0	0	0	0
Award Winner JE (RAJE)	0	0	0	0
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	7	7	2	16
Blu-Ray (RBR)	2	379	16	397

Books on CD (RBKCD)	4	70	0	74
Books on Tape (RBKT)	0	0	0	0
Compact Disc (RCD)	13	124	2	139
Digital Audiobooks (RDA)	1	12	0	13
DVD (RDVD)	81	2554	52	2687
Equipment (REQP)	0	3	0	3
See librarian (RERR)	0	0	0	0
Express Book (REXP)	0	0	0	0
Fiction (RFIC)	28	378	8	414
Fiction Inspirational (RFICI)	0	0	0	0
Fiction New (RFICNEW)	14	256	16	286
Genealogy (RGENE)	0	0	0	0
Genealogy Mag (RGMAG)	0	0	0	0
Gen. Milroy Coll (RGMIL)	0	0	0	0
Graphic Novels (RGN)	8	94	1	103
Hanging Bag (RHANG)	0	0	0	0
Hotspots (RWIFI)	2	33	3	38
ILL (RILL)	0	17	0	17
Internet (RINTER)	0	443	0	443
Juv. Audio book (RJAUDB)	1	14	2	17
Juv. Biography (RJBIO)	1	11	0	12
Juv. Book on CD (RJBKCD)	0	0	0	0
Juv. Book on Tape (RJBKT)	0	0	0	0
Juv. Compact Disc (RJCD)	0	20	0	20
Juvenile Easy (RJE)	1	427	14	442
Juv. Easy Non-fiction (RJENF)	0	33	0	33
Juv. Easy Reader (RJER)	0	220	2	222
Juv. Fiction (RJFIC)	12	222	5	239
Juv. Magazine (RJMAG)	0	2	0	2
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	0	181	2	183
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	0	1	0	1
Juv. Reference (RJREF)	0	1	0	1
Juv. Toddler (RJTOD)	0	67	1	68
Large Print Fiction (RLPF)	6	140	2	148
Large Print Inspirational	0	0	0	0
Large Print Mystery (RLPM)	0	0	0	0
Large Print New (RLPN)	2	86	4	92
Large Print Nonfic (RLPNF)	0	6	0	6
Large Print Western (RLPW)	0	0	0	0
Magazine (RMAG)	0	171	0	171
Music Cassette (RMCAS)	0	0	0	0
Non-Fiction 000 (RNF000)	0	2	0	2
Non-Fiction 100 (RNF100)	2	12	0	14
Non-Fiction 200 (RNF200)	5	15	1	21
Non-Fiction 300 (RNF300)	4	31	0	35
Non-Fiction 400 (RNF400)	0	2	0	2
Non-Fiction 500 (RNF500)	2	4	0	6
Non-Fiction 600 (RNF600)	19	85	9	113
Non-Fiction 700 (RNF700)	6	17	2	25
Non-Fiction 800 (RNF800)	0	4	0	4
Non-Fiction 900 (RNF900)	1	14	0	15
Nonfiction Blu-Ray (RNFBR)	0	2	0	2
Nonfiction DVD (RNFDVD)	3	115	2	120

Nonfiction (RNFIC)	0	0	0	0
Nonfiction New (RNFNEW)	20	166	13	199
Nonfiction VHS (RNFVHS)	0	0	0	0
Oversize (ROVER)	0	1	0	1
Playaway View (RVIEW)	0	0	0	0
Professional Coll. (RPRO)	0	3	0	3
Reference (REF)	0	0	0	0
Reference Business (RREFB)	0	0	0	0
Ref. Magazine (RRMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	0	0	0	0
Software (RSWAR)	0	4	0	4
SRCS (SRCS) DeMotte	42	1	4	47
SRCS (From other libraries ILL-SR	0	0	0	0
SRCS (SRCSW) Wheatfield	3	2	39	44
Vertical File (RVF)	0	0	0	0
VHS (RVHS)	0	0	0	0
YA Audio book (RYAUDB)	0	5	0	5
YA Biography (RYAB)	0	0	0	0
YA Books on CD (RYABKCD)	0	0	0	0
YA Books on Tape (RYABKT)	0	0	0	0
YA Fiction (RYAF)	2	69	2	73
YA Music CD (RYACD)	0	15	0	15
YA Nonfiction (RYANF)	2	2	0	4
YA Paperback Fic (RYAPBF)	0	0	0	0
Storage (RZSTO)	0	0	0	0

Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	2	0	6	8
Blu-Ray (WBR)	2	3	151	156
Books on CD (WBKCD)	7	7	88	102
Books on Tape (WBKT)	0	0	0	0
Compact Disc (WCD)	3	13	83	99
Digital Audiobooks (WDA)	3	0	6	9
DVD (WDVD)	53	66	1559	1678
Equipment (WEQP)	0	0	5	5
See librarian (WERR)	0	0	0	0
Express Book (WEXP)	0	0	0	0
Fiction (WFIC)	11	6	189	206
Fiction Fantasy (WFICF)	0	0	6	6
Fiction Inspirational (WFICI)	9	5	39	53
Fiction Mystery (WFICM)	2	6	83	91
Fiction New (WFICNEW)	29	18	158	205
Fiction Science Fiction (WFICSF)	1	0	3	4
Fiction Western (WFICW)	0	0	8	8
Genealogy (WGENE)	0	0	0	0
Genealogy Mag (WGMAG)	0	0	0	0
Graphic Novels (WGN)	6	9	34	49
Hanging Bags (WHANG)	0	0	2	2
Hotspots (WWIFI)	2	8	32	42
ILL (WILL)	0	2	15	17
Internet (WINTER)	0	0	259	259
Juv. Audio book (WJAUDB)	3	0	19	22
Juv. Biography (WJBIO)	0	0	2	2

Juv. Book on CD (WJBKCD)	0	0	0	0
Juv. Book on Tape (WJBKT)	0	0	0	0
Juv. Compact Disc (WJCD)	1	0	4	5
Juvenile Easy (WJE)	16	12	310	338
Juv. Easy Non-fiction (WJENF)	0	0	26	26
Juv. Easy Reader (WJER)	0	0	168	168
Juv. Fiction (WJFIC)	31	11	145	187
Juv. Magazine (WJMAG)	0	0	15	15
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	7	2	45	54
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	1	1
Juv. Toddler (WJTOD)	6	0	122	128
Large Print Fiction (WLPF)	3	3	46	52
Large Print Inspirational (WLPI)	0	0	2	2
Large Print Mystery (WLPM)	0	3	2	5
Large Print New (WLPN)	5	5	103	113
Large Print Nonfic (WLPNF)	2	0	12	14
Large Print Western (WLPW)	0	0	0	0
Magazine (WMAG)	3	0	192	195
Non-Fiction 000 (WNF000)	1	0	0	1
Non-Fiction 100 (WNF100)	0	1	5	6
Non-Fiction 200 (WNF200)	1	1	6	8
Non-Fiction 300 (WNF300)	0	0	14	14
Non-Fiction 400 (WNF400)	0	0	0	0
Non-Fiction 500 (WNF500)	1	0	5	6
Non-Fiction 600 (WNF600)	5	5	42	52
Non-Fiction 700 (WNF700)	1	1	6	8
Non-Fiction 800 (WNF800)	0	0	4	4
Non-Fiction 900 (WNF900)	2	2	14	18
Nonfiction Blu-Ray (WNFBR)	0	0	0	0
Nonfiction DVD (WNFDVD)	0	5	45	50
Nonfiction (WNFIC)	1	0	1	2
Nonfiction New (WNFNEW)	10	3	40	53
Nonfiction VHS (WNFVHS)	0	0	0	0
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0
Playaway View (WVIEW)	0	0	0	0
Reference (WREF)	0	0	0	0
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	0	0	0	0
Software (WSWAR)	0	0	0	0
SRCS (SRCS) DeMotte	0	0	0	0
SRCS (From other libraries ILL-SR	0	0	0	0
SRCS (SRCSW) Wheatfield	0	0	0	0
Vertical file (WVF)	0	0	3	3
VHS (WVHS)	0	0	0	0
YA Biography (WYAB)	1	0	0	1
YA Books on CD (WYABKCD)	0	0	1	1
YA Books on Tape (WYABKT)	0	0	0	0
YA Fiction (WYAF)	7	10	78	95
YA Music CD (WYACD)	0	0	0	0

YA Nonfiction (WYANF)	0	0	1	1
YA Paperback Fic (WYAPBF)	0	0	0	0
Storage (WZSTO)	0	0	0	0
TOTAL	6607	7045	4561	18213

CIRCULATION BY HOLDINGS CODE
December 2018

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	0	0	0
Award Winner JE (AJE)	0	0	0	0
Award Winner JFIC (AJFIC)	15	0	0	15
Award Winner JNF (AJNF)	0	0	0	0
Award Winner JPFIC (AJPF)	0	0	0	0
Award Winning fiction (AWFIC)	0	0	0	0
Award Winning non-fiction (AWNF	0	0	0	0
Award Winner YAFIC (AYAF)	0	0	0	0
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	30	11	9	50
Blu-Ray (BR)	292	394	172	858
Books on CD (BKCD)	82	80	89	251
Books on Tape (BKT)	0	0	0	0
Compact Disc (CD)	65	137	92	294
Digital Audiobooks (DA)	20	12	6	38
DVD (DVD)	1645	2683	1650	5978
Equipment (EQP)	9	3	5	17
See librarian (ERR)	0	0	0	0
Express Book (EXP)	0	0	0	0
Fiction (FIC)	488	400	203	1091
Fiction Fantasy (FICF)	4	0	7	11
Fiction Inspirational (FICI)	10	5	39	54
Fiction Mystery (FICM)	49	7	85	141
Fiction New (FICNEW)	400	287	190	877
Fiction Science Fiction (FICSF)	15	2	3	20
Fiction Western (FICW)	0	3	8	11
Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0
Graphic Novels (GN)	103	103	36	242
Hanging Bags (HANG)	5	0	2	7
Hotspots (WIFI)	39	47	38	124
ILL (ILL)	10	19	15	44
Internet (INTR)	397	443	259	1099
Juv. Audio book (JAUDB)	20	14	22	56
Juv. Biography (JBIO)	18	11	2	31
Juv. Book on CD (JBCD)	0	0	0	0
Juv. Book on Tape (JBKT)	0	0	0	0
Juv. Compact Disc (JCD)	16	20	5	41
Juvenile Easy (JE)	453	471	332	1256
Juv. Easy Non-Fiction (JENF)	19	**37**	26	82
Juv. Easy Reader (JER)	233	220	172	625
Juv. Fiction (JFIC)	382	237	154	773
Juv. Holiday (JHOL)	207	8	8	223

Juv. Magazine (JMAG)	4	2	15	21
Juv. Music Cassette (JMC)	0	0	0	0
Juv. Nonfiction (JNF)	194	184	52	430
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback Fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	1	0	1
Juv. Reference (JREF)	3	1	1	5
Juv. Toddler (JTOD)	107	67	123	297
Large Print Fiction (LPF)	115	151	53	319
Large Print Inspirational (LPI)	0	0	2	2
Large Print Mystery (LPM)	0	3	2	5
Large Print New (LPN)	84	99	110	293
Large Print Nonfic (LPNF)	6	6	12	24
Large Print Western (LPW)	0	0	0	0
Magazine (MAG)	395	171	193	759
Music Cassette (MCAS)	0	0	0	0
Non-Fiction 000 (NF000)	2	2	0	4
Non-Fiction 100 (NF100)	14	13	5	32
Non-Fiction 200 (NF200)	24	17	9	50
Non-Fiction 300 (NF300)	26	34	14	74
Non-Fiction 400 (NF400)	0	2	0	2
Non-Fiction 500 (NF500)	21	4	5	30
Non-Fiction 600 (NF600)	87	102	55	244
Non-Fiction 700 (NF700)	48	18	11	77
Non-Fiction 800 (NF800)	2	6	4	12
Non-Fiction 900 (NF900)	39	18	16	73
Non-Fiction Blu-Ray (NFBR)	1	2	0	3
Non-Fiction DVD (NFDVD)	60	122	47	229
Nonfiction (NFIC)	8	0	1	9
Nonfiction New (NFNEW)	149	175	65	389
Nonfiction VHS (NFVH)	0	0	0	0
Oversize (OVER)	0	1	0	1
Professional Coll. (PROF)	0	3	0	3
Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	0	0	0	0
Playaway View (VIEW)	0	0	0	0
Reference (REF)	19	30	24	73
Reference Business (REFB)	0	0	0	0
Ref. Magazine (RMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	2	0	0	2
Software (SWAR)	2	4	0	6
SRCS (SRCS) DeMotte	42	1	4	47
SRCS (From other libraries III-SRC	7	75	2	84
SRCS (SRCSW) Wheatfield	3	2	39	44
Vertical File (VF)	0	0	0	0
VHS	0	0	0	0
YA Audio book (YAUDB)	2	5	1	8
YA Biography (YAB)	2	0	0	2
YA Books on CD (YABKCD)	0	0	1	1
YA Books on Tape (YABKT)	0	0	0	0
YA Fiction (YAF)	109	85	86	280
YA Music CD (YACD)	0	15	0	15
YA Nonfiction (YANF)	21	2	1	24

YA Paperback Fic (YAPBF)	0	0	0	0
Storage (ZSTO)	3	0	1	4
				0
Free reads	154	140	41	335
Games/Puzzles	66	52	0	118
Talking books	0	0	0	0
Assignment Shelf Books	0	0	0	0
TOTAL	6847	7269	4624	18740

	DeMotte	**Rensselaer**	**Wheatfield**	
ADULT BOOKS				
Fiction	1322	1097	744	3163
Nonfiction	487	461	245	1193
CHILDREN'S BOOKS				
Fiction	1190	995	781	2966
Nonfiction	441	242	89	772
YA BOOKS				
Fiction	212	188	122	522
Nonfiction	23	2	1	26
Magazines, Adult	395	171	193	759
Magazines, Children	4	2	15	21
Sound Recordings, adult	169	234	189	592
Sound Recordings, ch	41	49	29	119
Online databases	0	0	0	0
Software	2	4	0	6
SRCS	52	78	45	175
Vertical file	0	0	0	0
VHS/DVD/Blu-Ray	1998	3201	1869	7068
Equipment	48	50	43	141
Total	6384	6774	4365	17523
A-V Circulation	2210	3488	2087	7785
A-V Circulation as % of total	34.6%	51.5%	47.8%	44.4%

CIRCULATION STATISTICS

December 2018

	DEMOTTE			RENSSELAER			WHEATFIELD			SYSTEM
	Added Vols.	Withdrew Vols.	**Circu- lation**	Added Vols.	Withdrew Vols.	**Circu- lation**	Added Vols.	Withdrew Vols.	**Circu- lation**	**Total Circ.**
ADULT BOOKS										
Fiction	84	1	**1,322**	55	1	**1,097**	72	1	**744**	**3,163**
Nonfiction	68	8	**487**	62	1	**461**	31	129	**245**	**1,193**
CHILDREN'S BKS										
Fiction	64	0	**1,190**	74	0	**995**	72	1	**781**	**2,966**
Nonfiction	26	0	**441**	14	0	**242**	15	0	**89**	**772**
YA BOOKS										
Fiction	23	0	**212**	24	0	**188**	41	12	**122**	**522**
Nonfiction	2	0	**23**	0	0	**2**	0	1	**1**	**26**
Magazines,Adult			**395**			**171**			**193**	**759**
Magazines, Child			**4**			**2**			**15**	**21**
Games, Toys										**0**
Sound Rec/Adult	27	0	**169**	22	0	**234**	29	1	**189**	**592**
Sound Rec/Child	11	0	**41**	17	0	**49**	5	0	**29**	**119**
Online Databases	0	0	**0**	0	0	**0**	0	0	**0**	**0**
Software	0	0	**2**	0	0	**4**	0	0	**0**	**6**
SRCS	0	0	**52**	0	0	**78**	0	0	**45**	**175**
Vertical Files	0	0	**0**	0	0	**0**	0	0	**0**	**0**
DVD/BluRay	13	6	**1,998**	48	5	**3,201**	36	1	**1,869**	**7,068**
Equipment			**48**			**50**			**43**	**141**
TOTAL	318	15	**6,384**	316	7	**6,774**	301	146	**4,365**	**17,523**

END OF MONTH:	**DEMOTTE**	**RENSSELAER**	**WHEATFIELD**
Total Materials Owned	84,225	76,143	61,134
Circulation Increase/Decrease	**6.5%**	**0.5%**	**-11.9%**

MONTHLY SYSTEM STATISTICS	2017	2018	% change
Current month's Circulation	17,690	17,523	-0.9%
Jan. to date circulation	258,492	257,275	-0.5%

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DEMOTTE COLLECTION		**RENSSELAER COLLECTION**		**WHEATFIELD COLLECTION**		
Start of Month Volumes	**End of Month** Volumes	**Start of Month** Volumes	**End of Month** Volumes	**Start of Month** Volumes	**End of Month** Volumes	
						ADULT BOOKS
23,178	23,261	15,904	15,958	16,777	16,848	**Fiction**
19,418	19,478	19,143	19,204	8,939	8,841	**Nonfiction**
						CHILDREN'S BKS
16,755	16,819	14,080	14,154	12,966	13,037	**Fiction**
9,278	9,304	6,393	6,407	6,889	6,904	**Nonfiction**
						YA BOOKS
2,510	2,533	3,362	3,386	3,239	3,268	**Fiction**
589	591	390	390	264	263	**Nonfiction**
				2	2	**Magazines,Adult**
				0	0	**Magazines, Child**
0	0	0	0	0	0	**Games, Toys**
4,113	4,140	465	487	4,609	4,637	**Sound Rec/Adult**
752	763	4,470	4,487	899	904	**Sound Rec/Child**
20	20	646	646	16	16	**Online Databases**
65	65	17	17	-11	-11	**Software**
				0	0	**SRCS**
106	106			44	44	**Vertical Files**
7,020	7,027	10,822	10,865	6,289	6,324	**VHS/DVD/Blu-ray**
118	118	142	142	57	57	**Equipment**
83,922	84,225	75,834	76,143	60,979	61,134	**TOTAL**

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT R5

December 2018

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
		Hrs.		Hrs.		Hrs.		
INTRALIBRARY LOANS FILLED	246	53	272	59	247	54	765	166
LOCAL HISTORY								
In person	1	0	7	2	1	0	9	3
Letters written	1	1	9	9	0	0	10	10
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use-Wired	397	17	443	18	259	11	1099	46
Internet use-Wireless	1767		1674		682		4123	
VCR Use	0	0	0	0	0	0	0	0
Microforms	1	0	16	2	0	0	17	2
Public FAX24	42		29		29		100	
Typewriter use	0	0	0	0	0	0	0	0
Other equipment used	4	1	17	6	5	2	26	9
OTHER LIBRARY SERVICES USED								
One-on-One Instruction	28		1		1		30	
Outreach activities	49	49	12	8	0	0	61	41
Notarized documents	10	3	3	1	5	1	18	5
Meeting Room Use (no. of grou	45	15	49	16	21	7	115	38
Study room use	50	4	65	5	25	2	140	12
Proctoring	0	0	0	0	0	0	0	0
Tax Forms distributed	0	0	0	0	0	0	0	0
Pull Requests	0	0	0	0	0	0	0	0
E-books downloaded							2114	
IN-HOUSE USE ITEMS	1142		341		58		1541	
SELF-CHECKOUT USE	89		334		130		553	
INTERLIBRARY LOANS								
Requests made for:							72	18
Items rec'd for:							73	37
Items requested by other librari							0	
Items supplied to other libraries							0	0

REGISTRATIONS

	DeMotte	Rensselaer	Wheatfield	TOTAL
Total Borrowers	7962	12289	5062	25313
Non-resident, paying	1	0	0	1
PLAC card users	0	1	0	1
Reciprocal borrowers	306	515	132	953
Number of New Patrons Added	22	28	20	

PROGRAMS

DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
	Hrs.		Hrs.		Hrs.		

Programs for all ages	1	6	0	0	1	6	2	12
Children's Programs (0-13)	10	60	10	60	10	60	30	180
Number attending	198		112		225		535	
YA Programs (14-17)	1	6	3	18	1	6	5	30
Number attending	7		15		7		29	
Adult Programs	1	6	4	24	0	0	5	30
Number attending	87		49		52		188	
Senior Citizen Programs	6	36	1	6	3	18	10	60
Number attending	12		16		23		51	
Total Number of Programs	**19**	114	**18**	108	**15**	90	**52**	312
Total Persons Attending	**304**		**192**		**307**		**803**	
Total Attending Same Month Last Yr.	105		298		334		737	
Total Staff Hours Spent		257		235		167	659	697
Total Number of In-House Progra	**8**		**14**		**9**		**31**	
Total Attendance	**115**		**163**		**158**		**436**	
Total Number of Outreach Progra	**11**		**4**		**6**		**21**	
Total Attendance	**189**		**29**		**149**		**367**	

CIRCULATION BY PATRON CODE

PATRONS	**DeMotte**		**Rensselaer**		**Wheatfield**		**ALL LIBRARIES**	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	3454	53.7%	4331	63.7%	2893	66.6%	10678	60.8%
Corporate	10	0.2%	0	0.0%	0	0.0%	10	0.1%
Juvenile 0-11	54	0.8%	73	1.1%	3	0.1%	130	0.7%
Juvenile-AV	496	7.7%	663	9.8%	601	13.8%	1760	10.0%
Nonresident No Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Nonresident Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
PLAC (state library card)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Adult	54	0.8%	302	4.4%	224	5.2%	580	3.3%
Reciprocal Juvenile	7	0.1%	0	0.0%	0	0.0%	7	0.0%
Reciprocal Juvenile AV	46	0.7%	14	0.2%	2	0.0%	62	0.4%
Reciprocal YA	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal YA AV	0	0.0%	4	0.1%	0	0.0%	4	0.0%
School	0	0.0%	14	0.2%	0	0.0%	14	0.1%
School AV	0	0.0%	9	0.1%	0	0.0%	9	0.1%
St. Joseph College	0	0.0%	0	0.0%	0	0.0%	0	0.0%
SRCS	0	0.0%	57	0.8%	0	0.0%	57	0.3%
Staff	2054	31.9%	1010	14.9%	528	12.2%	3592	20.4%
Walking books	60	0.9%	95	1.4%	1	0.0%	156	0.9%
YA 12-17	10	0.2%	1	0.0%	4	0.1%	15	2.8%
YA-AV	185	2.9%	221	3.3%	87	2.0%	493	2.8%
Total	6430		6794		4343		17567	
All items borrowed by nonresidents	107	1.7%	343	5.0%	226	5.2%	676	3.8%

2019 Salary Ordinance

Employee:	Classification	Date - Wage Increase	Hrs/ Week	Hourly Rate	Proposed Annual Gross Salary
Amalong, Rebecca	TS Librarian 3 - R	1/1	40	$25.46	$52,956.80
Barko, Donna	HR Spec 3 - R	1/1	32	$18.55	$30,867.20
Becker, Kathryn	Clerk - D	1/1, 2/16, 8/16	13	$10.12/$10.22/$10.32	$6,924.32
Beedle, Marlene	Spec 1 - D	1/1	32	$22.33	$37,157.12
Bishop, Nicole	Clerk-D	1/1	14	$10.84	$7,891.52
Cavinder, Rachael	YS Spec 3 - W	1/1	35	$21.88	$39,821.60
Delger, Kim	Spec 1 - D	1/1	40	$16.23	$33,758.40
DeVries, Carolynn	Spec 1 - W	1/1	32	$14.89	$24,776.96
Duda, John	Janitor - R	1/1	15	$13.17	$10,272.60
Eenigenburg, Patricia	Asst 2-D	1/1	32	$13.33	$22,181.12
Elizondo, Samantha	Page - D	1/1, 2/16, 8/16	10	$7.35/$7.45/$7.55	$3,886.00
Fagenbaum, Autumn	Page- D, W	1/1	19	$8.15	$8,052.20
Fisher, MaKenzi	Page- R	1/1, 4/1	10	$7.45/$7.55	$3,913.00
Gilbert, Jason	Maintenance- W	1/1	12	$14.92	$9,310.08
Gilmore, Rayann	Bus. Mgr - R	1/1	40	$20.97	$43,617.60
Grube, Carol	Clerk- W	1/1	14	$10.58	$7,702.24
Hachlica, Nickole	Asst 2 - W	1/1	32	$13.33	$22,181.12
Hausenfleck, Karla	Asst 2 - D	1/1	35	$14.42	$26,244.40
Heldak, Shannon	Lib 2- D	1/1	35	$18.00	$32,760.00
Hernandez, Saul	Maintenance- D	1/1	12	$14.07	$8,779.68
Hopkins, Beth	Page - R	1/1	10	$8.00	$4,160.00
Hunter, Kimberly	Asst 2- R	1/1	40	$13.80	$28,704.00
Jones, Margaret	Janitor - W	1/1	10	$14.34	$7,456.80
Keown, James	Janitor - D	1/1	10	$12.23	$6,359.60
Kristoff, Deborah	Lib 3- D	1/1	40	$21.21	$44,116.80
Kuhn, Rachel	Spec 1- R	1/1	40	$14.80	$30,784.00
Lambert, Catherine	Clerk- W	1/1, 5/16	14	$10.17/$10.27	$7,449.96
Lambert, Jean	Asst 1- R	1/1	20	$13.15	$13,676.00
Lambert, Jean	Janitor - D	1/1	20	$14.79	$15,381.60
Lentino, Kari	Clerk - R	1/1, 4/16, 7/16	17.5	$10.12/$10.22/$10.32	$9,315.95
Lyons, Diane	Clerk- R	1/1	17.5	$11.00	$10,010.00
Maciejewski, Josslyn	Page- R	1/1, 5/1	10.0	$7.45/$7.55	$3,909.00
Maxwell, Sheila	Sys Adm - R	1/1	40	$33.93	$70,574.40
McDaniel, Kayla	Clerk- D	1/1, 4/16	19	$10.17/$10.27	$10,118.26
Michelin, Margaret	Spec 3 - R	1/1	40	$23.32	$48,505.60
Molenaar, Mary	Spec. 1 - R	1/1	40	$16.92	$35,193.60
Odle, Cheyann	Clerk - W	1/1, 4/1, 10/1	14	$10.12/$10.22/$10.32	$7,440.16
Orsag, Hannah	Clerk - D	1/1	19	$10.63	$10,502.44
Parrish, Evelyn	Lib 3 - W	1/1	40	$21.53	$44,782.40
Peshewa, Shakti	Clerk - R	1/1	12	$10.42	$6,502.08
Phillips, Nancy	Asst 2 - R	1/1	35	$15.68	$28,537.60
Poortenga, Linda	Lib 3 - R	1/1	40	$28.59	$59,467.20
Prescaro, Andrea	Asst 2- R	1/1	40	$13.33	$27,726.40
Princell, Allison	Janitor- R	1/1	15	$12.41	$9,679.80
Salyer, Beth	Clerk-R	1/1	12.0	$15.51	$9,678.24
Sanders, Alicia	Asst 2 - D	1/1, 9/1	10	$12.69/$12.88	$6,631.10
Sanders, Christina	Janitor-W	1/1	16	$13.98	$11,631.36
Sanders, Christina	Courier	1/1	10	$13.98	$7,269.60
Smith, Cynthia	Clerk- R	1/1	29	$12.29	$18,533.32
Smith, Melissa	Spec 1 - R	1/1	40	$14.89	$30,971.20
Speacht, Nanette	Asst 2 - W	1/1	32	$17.04	$28,354.56
Steinberg, Lyriel	Page - W	1/1,2/16,5/16,11/16	9	$7.25/$7.35/$7.45/$7.55	$3,467.70
Stringfellow, Patty	Director - R	1/1	40	$37.14	$77,251.20
Thomas, Zachary	Page- D	1/1	10	$7.85	$4,082.00
Thompson, Linda	Asst 2 - W	1/1	32	$18.63	$31,000.32
Trainor, Neile	Asst 2- D	1/1, 4/16	32	$12.69/$12.88	$21,341.12
Van Blaircom, Daniel	Maintenance- R	1/1	12	$14.70	$9,172.80
Widner, Melissa	Spec 3 - R	1/1	40	$19.76	$41,100.80
Wilma, Janice	Lib 2- R	1/1	35	$19.28	$35,089.60
Wynkoop, Dorene	Clerk-W	1/1	14	$12.66	$9,216.48
New Page	Page - R	1/1, 4/1, 7/1	10	$7.25/$7.35/$7.45	$3,835.00
			1,490		**$1,322,034.01**

We have examined and approved the year 2019 Jasper County Public Library Salary Ordinance dated January 14, 2019.

Natalie A. Waling

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Director's Financial Report
2018

The library began the year with $3,451,904.25 for all funds.

2018 began with $742,112.34 in the Operating Fund. Operating Fund receipts exceeded disbursements by $27,394.75 with the library only spending 86.6% of our Operating Fund budget. We ended with a balance of $769,507.09. No transfer to LIRF was recommended.

Property tax, LIT (Local Income Tax), and LOIT Freeze (Local Option Income Tax) revenues came in as expected. License Excise tax and FIT (Financial Institution Tax) were higher than anticipated at 120% and 110% respectively. CVET (Commercial Vehicle Excise Tax) was slightly lower than expected at 98%.

The Bond was paid off in January of 2018.

We ended the year with $231,768.60 in LIRF.

We spent $154,477.99 out of the Rainy Day Fund this year on demolition at the properties adjacent to the DeMotte Public Library, to LED retrofit the outdoor lighting at all three libraries, to purchase new patron copiers for all three libraries, and install new fire alarm panels at the DeMotte & Rensselaer Libraries. We ended the year with $2,249,509.13 in the Rainy Day Fund with $2,051,215.70 of that in investments.

Our sweep account at Alliance Bank had an interest rate of .10% all year. In May 2017, the Library invested $2,000,000 of Rainy Day Funds with Trust Indiana. At the start of 2018 this had grown to $2,013,658.74. The average monthly yield in January was 1.37%. The average monthly yield climbed each month ending the year with December's being 2.28%. The Trust Indiana account earned $37,556.96 in interest in 2018 ending the year with $2,051,215.70 in this account. The Investment Report is included in the board packet.

We did not spend all of our Operating Budget for 2018, leaving us with a healthy balance going into 2019. We will continue to watch spending in the new year. We believe that overall the financial picture for 2019 will be positive.

Accounting Practices for 2019

Interest from the Operating Fund and BIRF will be credited to the Operating Fund. LIRF (Library Improvement Reserve Fund) interest will be credited to the LIRF fund. Rainy Day interest will be credited to the Rainy Day Fund.

Mark Heinig will hold the office of Assistant Board Treasurer and be bonded as is the Treasurer. He will be authorized to sign checks in the absence of the Treasurer.

Alliance Bank is designated as the library's depository. The majority of the library's funds will be deposited in Alliance Bank. A threshold amount is retained in a checking account there to offset bank charges; the remainder is invested in a Repurchase Agreement. The library has joined Trust Indiana and has funds invested in that account. TrustINdiana, an investment option for local governments that is easy and safe. Investments are managed, legally permissible by law, and fluid.

The Director is authorized to invest library funds in Certificates of Deposit when she deems it to be in the best interests of the Library.

Mileage will be paid at the IRS approved rate.

For employees working 35 or more hours per week, the Library will pay 80% of their health/life insurance premiums through Anthem Blue Cross/Blue Shield. For employees working 30-34 hours per week, the Library will pay 50% of the health/life insurance premium. The Library will pay all but $1.00 of the life insurance policy for all employees working 30 hours or more per week that elected to take only life insurance.

Electronic fund transfers will be used to pay state, county and federal payroll taxes and INPRS payments. They may also be used as an emergency measure when the library is unable to make a timely contractual payment by check.

The Library will pay employees through the use of direct deposit.

Online banking may be used to make payments for utilities, insurance, conference fees, telephone charges, courier mileage, trash pick-up, and other bills that would otherwise incur late fees between library board meetings.

The Director and Business Manager are authorized to make internal bank transfers between library accounts.

The Director may dispose of unwanted or inoperable library property without board approval as long as it has a value of $1000 or less per item, with a cumulative value of no more than $5000. Library listservs, E-bay, or other similar online sites will be used for disposal when this seems the most cost-effective method to use.

As stated in our Internal Control Standards and System access to the accounting computer will be limited to the Director, Business Manager and HR Specialist in regard to financial computing and IT Staff for support and maintenance of hardware and software; designated staff will have individual log-ins for the accounting computer; the accounting software tracks who logged in and what they did; as software allows, permissions will be assigned as they relate to job responsibilities, sharing user IDs, passwords, and log-in information is prohibited; our automated system will track patron transactions and generate reports of revenue received; only prescribed or approved forms will be used.

The Board will review the Materiality Policy annually in January, approving any revisions.

Jasper County Public Library Materiality Policy

IC 5-11-1-27(j) requires erroneous or irregular material variances, losses, shortages, or thefts of political subdivision funds or property shall be reported immediately to the State Board of Accounts, and the State Examiner Directive 2015-6 directs each political subdivision to determine its own policy on materiality.

The Board of Trustees of the Jasper County Public Library does not condone any erroneous or irregular material variances, losses, shortages, or thefts of Library funds or property, but recognizes that relatively small items may not justify the cost of the involvement of the State Board of Accounts.

The Library Board establishes a policy regarding materiality and the process for reporting material items as follows:

1. All erroneous or irregular variances, losses, shortages, or thefts of Library funds or property, or funds or property the Library holds in trust, shall be reported to the Library Director or Treasurer.
2. It is the policy of the Library Director and Treasurer to report to the State Board of Accounts any erroneous or irregular variances, losses, shortages, or thefts of cash in excess of $500, except for inadvertent clerical errors that are identified in a timely manner and corrected promptly with no loss to the Library.
3. It is the policy of the Library Director and Treasurer to report to the State Board of Accounts any erroneous or irregular variances, losses, shortages, or thefts of non-cash items in excess of $2000, estimated market value, except for those resulting from inadvertent clerical errors or misplacements that are identified in a timely manner and corrected promptly with no loss to the Library, and except for losses from genuine accidents.

In addition, the Library will adhere to IC 5-11-1-27(l) which requires public officials who have actual knowledge of or reasonable cause to believe that there has been a misappropriation of public funds or assets to immediately send written notice of the misappropriation to the State Board of Accounts and the Prosecuting Attorney regardless of the dollar amount. Misappropriation occurs when an employee or in-house contractor of the political subdivision wrongly takes or embezzles public funds or assets.

Adopted July 2016; reviewed 1/19

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Jasper County Public Library Code of Ethics Policy

The Jasper County Public Library (the “Library”) has adopted this code of ethics to guide its board members and staff. The Code contains broad principles reflecting the types of behavior the Library expects towards constituents, donors, employees, peers and the public.

This policy cannot and does not embody the totality of the Library’s ethical standards, nor does it answer every ethical question or issue that might arise. Rather, it is one element of a broader effort to create and maintain a quality organization that gives ethical conduct the highest priority.

Board members and staff are to:

1. Listen to our stakeholders and make all reasonable efforts to satisfy their needs and concerns within the scope of our mission, and to strive for excellence and innovation and demonstrate professional respect and responsiveness to constituents, donors and others.

2. Make an effort to understand, respect and support our constituents from other cultures, exemplified by the contributions of our staff and executive leadership, and to contribute to an organizational culture that respects the diverse, individual contributions of staff and leadership.

3. Respect the confidentiality of sensitive information about the Library, its patrons, constituents, donors, board and employees.

4. Comply with applicable federal, state and local laws, regulations and fiduciary responsibilities.

5. For the board of directors, provide credible and effective oversight to the organization’s work without personal bias.

6. Not accept commissions, gifts, payments, loans, promises of future benefits or other items of value from anyone who has or may seek some return benefit from the Library, other than occasional gifts of nominal value that are in keeping with good business ethics.

7. Abide by the governing documents and policies of the Library.

8. Comply with the Library’s Equal Employment Opportunity/Anti-Harassment Policy

9. Use library assets only in furtherance of Library business.

10. Encourage and contribute to safe and secure operations and work environments.

11. Respect our natural environment by using resources appropriately and efficiently.

12. Openly and honestly tell the truth.

13. Honor our commitments and promises to the best of our abilities.

14. Appropriately acknowledge contributions from other individuals and organizations who help facilitate our goals.

15. Refrain from any conflict of interest or situation that gives the appearance of conflict or impropriety.

16. Be good and responsible stewards of the Library’s physical and financial resources, including but not limited to collections, materials, and information technology.

17. Distinguish, as needed, between personal statements or expressions and the views of the library.

Adopted July 2016; reviewed 1/19

Jasper County Public Library

Code of Ethics – Disclosure Form

This form must be completed annually by all members of the board of directors and staff.

The undersigned, by their affixed signature, acknowledge receipt of and agree to abide by the Library's Code of Ethics policy.

____
Signature

____
Printed Name

____
Position within the organization (e. g. board member, staff)

____
Date

Adopted July 2016; reviewed 1/19

RESOLUTION TO PAY BILLS WITH PRIOR APPROVAL

Whereas, the Jasper County Public Library must pay its bills on time and the Jasper County Public Library board requests that all bills be paid by their due date, Jasper County Public Library board approves the following types of disbursements be made before the monthly regular scheduled library board meeting as allowed by Indiana Code 36-12-3-16(a)(1-17):

- Property or services purchased or leased from the United States government or its agencies and the state, its agencies, or its political subdivision.
- Dues, subscriptions, and publications.
- License or permit fees.
- Insurance premiums.
- Utility payments or connection charges.
- Federal grant programs where advance funding is not prohibited and the contracting party posts sufficient security to cover the amount advanced.
- Grants of state funds authorized by statute.
- Maintenance and service agreements.
- Legal retainer fees.
- Conference fees.
- Expenses related to the educational or professional development of an individual employed by the library board, including:
    (A) inservice training;
    (B) attending seminars or other special courses of instruction; and
    (C) tuition reimbursement; if the library board determines that the expenditures
  under this subdivision directly benefit the library.
- Leases or rental agreements.
- Bond or coupon payments.
- Payroll costs.
- State, federal, or county taxes and mandated garnishments.
- Expenses that must be paid because of emergency circumstances.
- Credit card and Store Charge Account payments
- Mileage expenses for courier service by employee
- Expenses incurred to advertise and promote the programs and services of the library
- Merchant processing fees for card processing service
- Other expenses described in another library board resolution.

The Jasper County Public Library board requests that each payment of expenses lawfully incurred for library purposes must be supported by a fully itemized invoice or other documentation. The library director must certify to the library board before payment that each claim for payment is true and correct. This certification must be on a form prescribed by the State Board of Accounts. The library board shall review and allow the claim at the library board's first regular or special meeting following the payment of a claim under this section.

Adopted this 14th day of January, 2019.

NAY	AYE
	Mk Heiny
	Jody Melton
	Natalie A. Waling
	Kristi Hansma

ATTEST: Jody Melton

Secretary of Appropriating Body

R18

LAW OFFICES
DUMAS, WEIST & MAHNESMITH
AN ASSOCIATION INCLUDING A PROFESSIONAL CORPORATION
119 WEST HARRISON STREET
RENSSELAER, INDIANA
47978

MEMBERS OF THE FIRM
RENSSELAER OFFICE:
EDWARD P. DUMAS
KENT E. MAHNESMITH

FOWLER OFFICE:
WILLIAM B. WEIST
JOHN C. WRIGHT
WEIST BUILDING
P.O. BOX 101
FOWLER, IN 47944
(765) 884-1840
FAX (765) 884-8450

THOMAS B. DUMAS
(1918-1996)
WILLIAM J. MORIARTY, JR.
(1938-1983)

(219) 866-4158
FAX (219) 866-2274
sdd@nwlis.com
kentm@nwlis.com

August 22, 2007

Patti Stringfellow, Administrator
Jasper County Public Library
208 W. Susan Street
Rensselaer, IN 47978

Re: Conflicts of Interest

Dear Patti:

I am enclosing for your file a copy of Indiana Code 35-44-1-3.

This statute provides that a public servant who knowingly or intentionally has a pecuniary interest in, or who derives a profit from, a contract or purchase with an action by the governmental entity served by the public service commits a crime. However, no crime is committed so long as the public servant makes disclosure under Sections (d)(1) through (d)(6). In order to file disclosures, you can see the required information in subparagraph (d). You will also note that the disclosure statement must be filed with the State Board of Accounts and the Clerk of the Circuit Court in the County where the governmental entity takes action on the contract or purchase.

Therefore, with respect to any disclosures required by your Board members, please note the filing requirements.

If you have further questions, please do not hesitate to call.

Sincerely,

Edward P. Dumas

EPD:bm
Enclosure

Director's Report
December 2019

Board of Finance:

Each January, the Library Board is required to organize as a 'Board of Finance', elect officers, receive an annual investment report, and review their investment and financial policies and practices. You have always chosen to elect the officers of the Library Board as the officers of the Board of Finance. **The board will need to vote to elect the officers of the Library Board as the officers of the Board of Finance.**

Please see R 8 for your 2018 Director's Financial Report.

A list of Outstanding Checks will be provided as information at our January meeting. As per IC 5-11-10.5 all outstanding checks and unpaid checks more than two years old by December 31 are deemed void. These will be receipted back into the operating fund.

We recommend that the Accounting Practices 2019 be adopted. Please refer to R 9 to review the recommended Accounting Practices 2019.

The Board will need to adopt the Resolution to Pay Bills with Prior Approval. Please see R 16.

The Library Board needs to designate that the Rensselaer Republican and the Kankakee Valley Post News are the two newspapers the Library will use to publish notices.

Consent Agenda:

You will be approving the minutes of the December board meetings, bills, and financial reports.

2019 Salary Ordinance: Please refer to R 7. The 2019 Salary Ordinance reflects a 3% increase in the salary of the Director and all other employees eligible for a full increase as approved at the December 2018 meeting. New employees (or employees recently given new positions) will receive increases as per the Personnel Policy. **If you approve the Consent Agenda items, you will approve the 2019 Salary Ordinance.**

Policies for Review: Two policies are scheduled for review in January 2019 – Materiality Policy and Code of Ethics Policy. Please see R 10 & R 12. No revisions are recommended.

General Business:

Oath of Office – Janelle Harper: Janelle has been reappointed to our library board by the County Commissioners and will take her oath of office.

Oath of Office – Treasurer: Janelle Harper will take her oath as Treasurer.

Oath of Office – Assistant Treasurer: Mark Heinig will take his oath as Assistant Treasurer.

Conflict of Interest: In August of 2007 I received a letter from Ed Dumas that he asked me to share with all Board members at our January meeting. Please see R 18. For several years a previous board member signed a conflict of interest form due to his ownership of a hardware store in DeMotte with whom we do some business. If, after reading this letter, you feel it necessary to sign a conflict of interest form, we can provide one for you and will file it with the appropriate government office.

Committee Assignments: According to the Bylaws of the Board of Trustees the President shall appoint 3-member standing committees at the January meeting. Standing committees shall consist of the Budget Committee, Bylaws and Policy Review Committee, Director's Evaluation Committee, and Nominating Committee. Other committees shall be appointed at the discretion of the President.

Building Insurance Bidding Process: As per Board and Administration Monthly Tasks every three years we solicit bids for library insurance and begin the process in January. We will solicit bids this year. I plan to work with our agent Stace Pickering to solicit bids for the library. Our agent will attend our February 11 board meeting to provide us with a brief overview of our coverage and comment on any gaps he sees or recommendations that he might have for adding or subtracting from our coverage. Then he will seek bids and present the bids received to the board at our April 8 board meeting.

Director's Report:

In November I reported to you that MCLS is sponsoring a Harwood Public Innovators Lab in Indianapolis, IN March 5-7, 2019. The Lab will be held at Indiana Wesleyan University - Indianapolis North campus. Through a grant MCLS will fully fund tuition for the training, as well as lodging and some meals during the training, for up to 50 staff from Indiana libraries. We applied and have been approved to attend! The Harwood Public Innovators Lab is a 2.5-day experience to help us learn what it means to Turn Outward – to use the community, not our conference room, as our reference point for choices and action. Participation in the lab will also include follow-up coaching calls to further support the cohort of attendees post-training. We are very excited to be selected for this training. A press release will be distributed to local media as provided by MCLS.

We did renew our Director and Officers Insurance Policy with Great American. The premium for this coverage that provides $2 million in Director and Officers liability and $2 million in employment practices liability remained the same at $3645.

I spent the last month of the year presenting year-end reviews and preparing for 2019. There are numerous documents that have to be created, duplicated, and distributed as we transition to a new business year.

System Administrator News

Sheila worked on new patron color copier/printer setup which included software installation on the server; installing print release terminal on all circ desk pcs; setting up printing to new copier in Envisionware and on all multiuse, word processing, OPACS and genealogy pcs; and making changes in Square Credit Card software. Printer On setup in ongoing as there were snags in this process. She finished purchasing year-end items and prepared equipment for recycling.

Technical Services News

Becky reports, "The big job for December was adding holdings codes for jER non-fiction, jGraphic Novels, jDigital devices with pre-loaded content (ex. Playaway Launchpads), and finally STEAM kits that will be going out in 2019. I also made some changes to the CIRC policy regarding Hot Spots, which now can be put on hold. Mary put all of the Hot Spots on 1 catalog record, and I attached those items to a rule allowing holds on 1 Hot Spot per person. We will not allow Hot Spot holds to be done in the catalog, holds must be placed by a staff member in LS2Staff."

DeMotte Library News

Debbie reports, "The movie Polar Express was shown at our 'All Aboard' Family Fun Event… Upon entering everyone received a 'boarding pass'. Since the movie was quite lengthy, the kids and families created a gingerbread train made from graham crackers, frosting and candies while enjoying the movie. A lantern craft was made … and a snowball shooter …Toss the bells into the cups was another game that they played. Autumn, our page, created a train engine from cardboard. This was painted black. Cardboard boxes were painted different colors to represent the cars of a train. Kids pretended to be the conductor in the engine and sat in the cardboard boxes to be passengers. This program was a lot of fun. Every parent in attendance made it a point to tell me how much fun they had and thanked me for doing this. The train is currently set up in our children's area so kids can continue to have fun". Karla changed two of the bulletin boards in the children's area. She is preparing for our special January program related to Winnie the Pooh and author A. A. Milne's birthday. Our bi-lingual Santa was a big hit and several children were very excited to speak with Santa in Spanish."

Rensselaer Library News

Linda reports, "Our Christmas Tree Walk had the following organizations participating: CDC Resources, TOPS, Tri Kappa, Heroes Tree, Hanging Grove Progressives/4-H Club, First Presbyterian Youth, Bethany Church and the Jasper-Newton Foundation. The library is collecting items until the Good Samaritan Food Pantry picks them up on December 26th. There were many organizations collecting for the food pantry this season. Our staff lounge renovation is almost complete. We submitted and received a Walmart Grant for $1200. We appreciate their generosity each year."

Wheatfield Library News

Evie reports, "The Friends of the Library held their annual Holiday Bake Sale the 14th and 15th…this event has become anticipated by many of our local patrons, and they never disappoint! This year, they Friends made over $600 in sales from their baked goods! We were able to get a couple of maintenance issues taken care of – Carolynn was able to add some shelves to the audio book section and Rachael added shelves to the YA room. We had to do some rearranging for our new copier, as well as for some Christmas decorations (put up by the Friends of the Library). Jason was a big help with all of this, as well as fixing some loose wallpaper on the meeting room partition wall, changing out some light ballasts, and completing the quarterly maintenance inspection report."

Please contact me if you are unable to attend the January Board Meeting or if you have any questions about materials in your packet.-Patty

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JCPL FINANCIAL STATEMENT
December 31, 2018

	Beginning 2018 Balance	Current Month Disbursements	Y-T-D Disbursements	Current Month Receipts	Y-T-D Receipts	Ending Balance
Operating Fund	$742,112.34	$182,825.34	$2,369,208.88	$392,903.32	$2,396,603.63	$769,507.09
Public Library Access Card Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Gift Fund	$15,525.04	$681.72	$15,578.77	$1,459.99	$19,973.60	$19,919.87
DeMotte	$4,601.74	$144.92	$5,504.83	$159.99	$6,198.35	$5,295.26
Rensselaer	$7,026.80	$398.32	$5,091.00	$1,300.00	$9,562.87	$11,498.67
Wheatfield	$3,896.50	$138.48	$4,982.94	$0.00	$4,212.38	$3,125.94
Library Improvement Reserve Fund	$231,535.70	$0.00	$0.00	$19.68	$232.90	$231,768.60
Bond & Interest Redemption Fund	$90,021.34	$0.00	$163,440.00	$16,510.12	$76,561.56	$3,142.90
Rainy Day Fund	$2,366,108.41	$24,535.99	$154,477.99	$3,979.92	$37,878.71	$2,249,509.13
Includes Investments of: $2,051,215.70						
State Technology Fund Grant Fund	$0.00	$556.20	$20,036.75	$0.00	$20,036.75	$0.00
Capital Projects Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Includes Investments of:						
Host/Hospitality Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Levy Excess Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Sales Tax	$223.15	$0.00	$202.91	$3.66	$200.38	$220.62
Construction Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Petty Cash Funds	$120.00	$0.00	$0.00	$0.00	$0.00	$120.00
Cash Change Fund	$150.00	$0.00	$0.00	$0.00	$0.00	$150.00
Insurance Refund Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Insurance Settlement Fund	$0.00	$6,886.94	$6,886.94	$0.00	$6,886.94	$0.00
Payroll Withholding Accts.						
FIT Tax Collected	$0.00	$6,818.27	$85,434.30	$6,818.27	$85,434.30	$0.00
FICA Tax Collected	$0.00	$7,770.35	$94,896.52	$7,770.35	$94,896.52	$0.00
State Tax Collected	$3,450.69	$7,156.22	$46,311.10	$3,486.88	$42,860.41	$0.00
County Tax Collected	$2,657.58	$5,606.25	$36,016.41	$2,721.03	$33,358.83	$0.00
Deferred Comp.	$0.00	$2,790.00	$31,280.00	$2,790.00	$31,280.00	$0.00
#125 Pre-tax Plan	$0.00	$3,726.40	$44,675.16	$3,771.20	$44,723.32	$48.16
Employee Life Insur.	$0.00	$180.63	$2,178.56	$180.62	$2,179.44	$0.88
Employee INPRS	$0.00	$3,189.10	$38,818.09	$3,189.10	$38,818.09	$0.00
Garnishments	$0.00	$160.34	$1,947.54	$183.81	$1,971.01	$23.47
Credit Union	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
EIC	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
TOTAL ALL FUNDS....................	$3,451,904.25	$252,883.75	$3,111,389.92	$445,787.95	$2,933,896.39	$3,274,410.72

F2

Bank Balances

Jasper County Public Library

Report as of: **12/31/18**

	Bank	
1	Alliance Bank	$1,222,925.02
2	Cash On Hand	$270.00
3	IN-02-0225-0001 TrustINdiana	$2,051,215.70
	Total all banks =	**$3,274,410.72**

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

OPEN INVESTMENTS:

Renewal Date	CD/ACCT #	Issued By	Terms	Principal	%-Interest	Fund	Date Invested	Interest Earned	Comments
	IN-02-0225-0001	TrustINdiana	N/A	$2,000,000.00		Rainy Day	05/15/17	$2,334.83	Jan-18
								$2,200.81	Feb-18
								$2,598.26	Mar-18
								$2,784.81	Apr-18
								$3,019.27	May-18
								$3,100.85	Jun-18
								$3,384.07	Jul-18
								$3,441.42	Aug-18
								$3,326.41	Sep-18
								$3,728.37	Oct-18
								$3,675.78	Nov-18
								$3,962.08	Dec-18

CLOSED INVESTMENTS:

TOTAL INTEREST EARNED: **$37,556.96**

F2.2

List of outstanding checks to be voided
January 14, 2019

Pursuant to IC 5-11-10.5, all checks outstanding and unpaid for a period of two years as of December 31 of each year are void.

OUTSTANDING CHECKS

4/11/2016	CK# 34601	$30.95	Operating Fund
8/8/2016	CK# 34858	$5.40	Operating Fund

Appropriation Report for 100OPERATING FUND

Jasper County Public Library

Report Date: From **12/01/18** *To* **12/31/18**

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent*
1. Personal Services							
1.11 SALARY OF LIBRARIAN	$75,005.00	$0.00	$75,005.00	$6,250.40	$74,880.00	$125.00	0.2
1.12 SALARY OF ASSISTANTS	$1,126,711.00	$0.00	$1,126,711.00	$91,401.46	$1,118,184.17	$8,526.83	0.8
1.13 WAGES OF JANITORS	$92,480.00	$0.00	$92,480.00	$7,382.65	$88,627.88	$3,852.12	4.2
1.21 EMPLOYER'S SHARE-FICA	$99,006.00	$0.00	$99,006.00	$7,770.35	$94,896.52	$4,109.48	4.2
1.22 UNEMPLOYMENT COMPENSATION	$4,523.00	$0.00	$4,523.00	$0.00	$2,676.57	$1,846.43	40.8
1.23 EMPLOYER'S CONTRIB.- PERF	$114,202.00	$0.00	$114,202.00	$9,378.88	$114,072.98	$129.02	0.1
1.24 EMPLOYER'S CONTRIB.- INS.	$146,707.00	$0.00	$146,707.00	$11,666.31	$140,013.04	$6,693.96	4.6
Subtotal	*$1,658,634.00*		$1,658,634.00	$133,850.05	$1,633,351.16	$25,282.84	1.5
2. Supplies							
2.11 OFFICIAL RECORDS	$600.00	$0.00	$600.00	$87.89	$400.93	$199.07	33.2
2.12 STATIONERY AND PRINTING	$1,000.00	$0.00	$1,000.00	$0.00	$0.00	$1,000.00	100.0
2.13 OTHER OFFICE SUPPLIES	$8,500.00	$0.00	$8,500.00	$0.00	$6,886.30	$1,613.70	19.0
2.21 CLEANING & SANITATION SUPPLIES	$6,500.00	$50.67	$6,550.67	$862.53	$6,550.67	$0.00	0.0
2.23 OTHER OPERATING SUPPLIES	$7,000.00	($121.10)	$6,878.90	$482.49	$4,252.38	$2,626.52	38.2
2.31 BUILDING MATERIALS & SUPPLIES	$1,000.00	$70.43	$1,070.43	$0.00	$1,070.43	$0.00	0.0
2.32 PAINT AND PAINTING SUPPLIES	$400.00	$0.00	$400.00	$0.00	$304.32	$95.68	23.9
2.33 REPAIR PARTS	$1,000.00	$0.00	$1,000.00	$0.00	$636.77	$363.23	36.3
2.41 LIBRARY SUPPLIES	$17,650.00	$0.00	$17,650.00	$147.46	$16,133.53	$1,516.47	8.6
2.42 MARKETING SUPPLIES	$100.00	$0.00	$100.00	$0.00	$100.00	$0.00	0.0
Subtotal	*$43,750.00*	$0.00	$43,750.00	$1,580.37	$36,335.33	$7,414.67	16.9

3. Other Services and Charge

F3a

F3b

Account #	Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
3.13	LEGAL SERVICES	$8,500.00	$0.00	$8,500.00	$1,600.00	$3,830.00	$4,670.00	54.9
3.14	OTHER PROFESSIONAL SERVICES	$16,800.00	($6,080.63)	$10,719.37	$276.00	$4,793.00	$5,926.37	55.3
3.145	DATABASES & LICENSING SERVICES	$26,830.00	$0.00	$26,830.00	$0.00	$18,895.61	$7,934.39	29.6
3.146	E-BOOKS SERVICES	$21,600.00	$2,900.00	$24,500.00	$0.00	$24,500.00	$0.00	0.0
3.147	APPS	$100.00	$0.00	$100.00	$0.00	$0.00	$100.00	100.0
3.21	TELEPHONE	$6,500.00	$2,523.46	$9,023.46	$1,132.42	$9,023.46	$0.00	0.0
3.22	POSTAGE	$3,000.00	$0.00	$3,000.00	$46.29	$1,500.57	$1,499.43	50.0
3.23	MILEAGE	$20,000.00	$0.00	$20,000.00	$2,415.85	$18,449.18	$1,550.82	7.8
3.24	PROFESSIONAL MEETINGS	$11,000.00	$0.00	$11,000.00	$852.37	$10,912.85	$87.15	0.8
3.25	FREIGHT	$2,000.00	$0.00	$2,000.00	$159.36	$1,769.61	$230.39	11.5
3.26	NETWORKING	$77,100.00	$0.00	$77,100.00	$1,225.80	$13,713.48	$63,386.52	82.2
3.31	ADVERTISING & PUBLIC NOTICES	$600.00	$0.00	$600.00	$10.00	$315.55	$284.45	47.4
3.33	MARKETING ADVERTISING	$1,800.00	$161.97	$1,961.97	$0.00	$1,961.97	$0.00	0.0
3.41	OFFICIAL BONDS	$300.00	$0.00	$300.00	$0.00	$212.00	$88.00	29.3
3.42	OTHER INSURANCE	$29,000.00	$0.00	$29,000.00	$0.00	$27,713.00	$1,287.00	4.4
3.51	GAS	$45,000.00	$0.00	$45,000.00	$1,624.63	$14,999.53	$30,000.47	66.7
3.52	ELECTRICITY	$100,000.00	$0.00	$100,000.00	$6,418.29	$97,822.66	$2,177.34	2.2
3.53	WATER	$4,000.00	$0.00	$4,000.00	$232.25	$3,096.59	$903.41	22.6
3.54	WASTE DISPOSAL SERVICES	$8,000.00	$0.00	$8,000.00	$649.50	$7,695.84	$304.16	3.8
3.61	BUILDING & STRUCTURES	$118,270.00	$0.00	$118,270.00	$5,743.97	$51,875.66	$66,394.34	56.1
3.62	EQUIPMENT REPAIRS	$3,000.00	$0.00	$3,000.00	$0.00	$198.90	$2,801.10	93.4
3.72	EQUIPMENT RENTALS	$300.00	$0.00	$300.00	$11.95	$290.40	$9.60	3.2
3.91	DUES	$2,200.00	$0.00	$2,200.00	$0.00	$614.00	$1,586.00	72.1
3.93	TAXES & ASSESSMENTS	$2,000.00	$495.20	$2,495.20	$0.00	$2,495.20	$0.00	0.0
3.94	TRANSFER TO LIRF	$60,570.00	$0.00	$60,570.00	$0.00	$0.00	$60,570.00	100.0
3.95	BOOK REIMBURSEMENT	$200.00	$0.00	$200.00	$0.00	$30.00	$170.00	85.0

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
3.96 PETTY CASH	$120.00	$0.00	$120.00	$0.00	$0.00	$120.00	100.0
3.98 MAINTENANCE/SERVICE CONTRACTS	$138,222.00	$0.00	$138,222.00	$3,299.16	$120,117.05	$18,104.95	13.1
Subtotal	*$707,012.00*	$0.00	$707,012.00	$25,697.84	$436,826.11	$270,185.89	38.2
4. Capital Outlays							
4.4 FURNITURE & EQUIPMENT	$81,150.00	$0.00	$81,150.00	$7,111.51	$43,304.33	$37,845.67	46.6
4.5 OTHER CAPITAL OUTLAYS	$162.00	$0.00	$162.00	$0.00	$0.00	$162.00	100.0
4.51 BOOKS	$160,000.00	$0.00	$160,000.00	$8,983.56	$140,475.13	$19,524.87	12.2
4.52 PERIODICALS & NEWSPAPERS	$25,000.00	$0.00	$25,000.00	$1,150.08	$21,649.57	$3,350.43	13.4
4.53 NONPRINTED MATERIALS	$60,000.00	$0.00	$60,000.00	$4,451.93	$57,267.25	$2,732.75	4.6
Subtotal	*$326,312.00*		$326,312.00	$21,697.08	$262,696.28	$63,615.72	19.5
Grand Total	$2,735,708.00	$0.00	$2,735,708.00	$182,825.34	$2,369,208.88	$366,499.12	13.4

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

F3c

F3d

Appropriation Report for 151RAINY DAY FUND

Jasper County Public Library

Report Date: From **12/01/18** *To* **12/31/18**

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent*
3. Other Services and Charge							
3.13 LEGAL SERVICES	$20,000.00	$0.00	$20,000.00	$0.00	$1,550.00	$18,450.00	92.3
3.14 OTHER PROFESSIONAL SERVICES	$65,000.00	($13,248.28)	$51,751.72	$0.00	$17,515.00	$34,236.72	66.2
3.61 BUILDING & STRUCTURES	$108,273.00	$13,248.28	$121,521.28	$10,644.28	$121,521.28	$0.00	0.0
Subtotal	*$193,273.00*	$0.00	$193,273.00	$10,644.28	$140,586.28	$52,686.72	27.3
4. Capital Outlays							
4.3 IMPROVEMENTS OTHER THAN BUILD.	$75,000.00	($13,891.71)	$61,108.29	$0.00	$0.00	$61,108.29	100.0
4.4 FURNITURE & EQUIPMENT	$0.00	$13,891.71	$13,891.71	$13,891.71	$13,891.71	$0.00	0.0
Subtotal	*$75,000.00*	$0.00	$75,000.00	$13,891.71	$13,891.71	$61,108.29	81.5
Grand Total	$268,273.00	$0.00	$268,273.00	$24,535.99	$154,477.99	$113,795.01	42.4

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

Appropriation Report for 155STATE TECHN.FUND GRANT

Jasper County Public Library

Report Date: From **12/01/18** *To* **12/31/18**

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent*
3. Other Services and Charge							
3.26 NETWORKING	$0.00	$0.00	$0.00	$556.20	$20,036.75	($20,036.75)	#Div/0!
Subtotal	*$0.00*		$0.00	$556.20	$20,036.75	($20,036.75)	#Div/0!
Grand Total	$0.00	$0.00	$0.00	$556.20	$20,036.75	($20,036.75)	#Div/0!

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

F3e

Appropriation Report for 196INSURANCE SETTLEMENT F

F3f

Jasper County Public Library

Report Date: From 12/01/18 *To* 12/31/18

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent*
3. Other Services and Charge							
3.61 BUILDING & STRUCTURES	$0.00	$0.00	$0.00	$6,886.94	$6,886.94	($6,886.94)	#Div/0!
Subtotal	*$0.00*		$0.00	$6,886.94	$6,886.94	($6,886.94)	#Div/0!
Grand Total	$0.00	$0.00	$0.00	$6,886.94	$6,886.94	($6,886.94)	#Div/0!

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

F3.1

Changes to Appropriations

Date	*Fund*	*Account*	*Amount*	*Reason*
12/27/18	100 OPERATING FUND	2.21 CLEANING & SANITATION SUPPLIES	$50.67	Transfer per Board Mtg Approval 12/27/18
12/27/18	100 OPERATING FUND	2.23 OTHER OPERATING SUPPLIES	($121.10)	Transfer per Board Mtg Approval 12/27/18
12/27/18	100 OPERATING FUND	2.31 BUILDING MATERIALS & SUPPLIES	$70.43	Transfer per Board Mtg Approval 12/27/18
12/27/18	100 OPERATING FUND	3.14 OTHER PROFESSIONAL SERVICES	($6,080.63)	Transfer per Board Mtg Approval 12/27/18
12/27/18	100 OPERATING FUND	3.146 E-BOOKS SERVICES	$2,900.00	Transfer per Board Mtg Approval 12/27/18
12/27/18	100 OPERATING FUND	3.21 TELEPHONE	$2,523.46	Transfer per Board Mtg Approval 12/27/18
12/27/18	100 OPERATING FUND	3.33 MARKETING ADVERTISING	$161.97	Transfer per Board Mtg Approval 12/27/18
12/27/18	100 OPERATING FUND	3.93 TAXES & ASSESSMENTS	$495.20	Transfer per Board Mtg Approval 12/27/18
12/27/18	151 RAINY DAY FUND	3.14 OTHER PROFESSIONAL SERVICES	($13,248.28)	Transfer per Board Mtg Approval 12/27/18
12/27/18	151 RAINY DAY FUND	3.61 BUILDING & STRUCTURES	$13,248.28	Transfer per Board Mtg Approval 12/27/18
12/27/18	151 RAINY DAY FUND	4.3 IMPROVEMENTS OTHER THAN BUILD.	($13,891.71)	Transfer per Board Mtg Approval 12/27/18
12/27/18	151 RAINY DAY FUND	4.4 FURNITURE & EQUIPMENT	$13,891.71	Transfer per Board Mtg Approval 12/27/18

Net Changes by Fund

Fund Number	*Net Change*
100	$0.00
151	$0.00

F4a

Voucher List

Jasper County Public Library

Report Date: From 12/01/18 **To** 12/31/18

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	896	PAYROLL	12/10/18	PAYROLL	$53,171.56
0	897	CHRISTINA SANDERS	12/10/18	Courier Mileage 11/16-11/30/18 (Conf. #737)	$365.70
0	898	GREAT-WEST RETIREMENT S	12/10/18	Annuity Contributions withheld 12/10/18 Payroll (conf# 739)	$1,395.00
0	899	INDIANA CHILD SUPPORT BU	12/10/18	Child Support Garnishment: Andrea Prescaro 12/10/18 Payroll (Payment #1890320181205162831)	$80.17
0	900	INDIANA DEPARTMENT OF RE	12/10/18	State & County Taxes withheld November 2018 Payrolls (Ref. #53772)	$6,554.56
0	901	INPRS fbo PERF	12/10/18	INPRS Contributions12/10/18 Payroll	$6,381.23
0	902	IRS USA TAXPAYMENT	12/10/18	Federal Withholding, Medicare, & FICA withheld 12/10/18 Payroll & Ins. (Acknowledgement #40396191)	$11,365.56
0	903	TOWN OF DEMOTTE	12/10/18	DeM: Water & Sewer Service- October 2018 (Conf. #736)	$168.10
0	904	TOWN OF WHEATFIELD	12/10/18	Wh: Sewer Service- December 2018 (Conf# 738)	$77.35
36583	905	ADVANCED IMAGING SOLUTI	12/10/18	Copiers & Maintenance Agreement	$14,062.49
36584	906	ANTHEM BLUE CROSS BLUE	12/10/18	Health Ins. Premiums-December 2018	$13,963.67
36585	907	ANTHEM LIFE	12/10/18	Life Ins. Premiums- December 2018	$103.14
36586	908	BELFOR USA GROUP, INC.	12/10/18	DeM: Mold remediation	$7,886.94
36587	909	BLUETARP FINANCIAL, INC	12/10/18	Maintenance supplies	$34.44
36588	910	BUSINESS CARD	12/10/18	Conference/Meeting expenses, library supplies, Facebook advertising	$914.53
36589	911	CULBRETH'S LAWN & TREE L	12/10/18	DeM: Removal of broken branches from Sycamore tree	$200.00
36590	912	DELTA DENTAL	12/10/18	Dental Ins. Premiums- December 2018	$577.98
36591	913	DEMOTTE CHAMBER OF COM	12/10/18	2018 Chamber Christmas Dinner	$70.00
36592	914	ENA SERVICES LLC	12/10/18	Internet Service- November 2018	$1,782.00
36593	915	ENGAGED PATRONS.ORG	12/10/18	Events Page Hosting Service 1/1/19-12/31/19	$229.00
36594	916	FAMOUS HOOSIERS, INC.	12/10/18	Program presenter	$200.00
36595	917	HP PRODUCTS	12/10/18	Janitorial supplies	$545.14
36596	918	INDIANA NEWSPAPERS INC. #	12/10/18	Rens: Indy Star newspaper subscription Acct# IS0140456	$659.84
36597	919	JANICE WILMA	12/10/18	Mileage 1/30-11/15/18	$262.15
36598	920	JOHNSON CONTROLS FIRE P	12/10/18	DeM & Rens: Fire alarm panel installation	$8,929.28
36599	921	KROGER GARDIS & REGAS, L	12/10/18	Legal Assistance: Personnel Matters, FMLA	$660.00
36600	922	MANAGE MOBILITY	12/10/18	Replacement hot spot	$76.00
36601	923	NIMBO IP LLC	12/10/18	Monthly Managed Service Fee	$815.00
36602	924	NIPSCO	12/10/18	DeM & Wh: Gas & electric service	$4,973.24
36603	925	NITCO	12/10/18	DeM: Local Phone & Fax Service- December 2018	$178.20
36604	926	OFFICE DEPOT	12/10/18	Janitorial supplies, Furniture	$417.26
36605	927	PATTY STRINGFELLOW	12/10/18	Mileage 11/15-11/29/18	$149.33
36606	928	PRECISION CONTROL SYSTE	12/10/18	DeM & Rens: HVAC repairs	$2,579.52
36607	929	BARCODES INC. LLC	12/10/18	Scanners, scanner stands	$582.60
36608	930	RAYANN GILMORE	12/10/18	Rens. Petty Cash: postage	$46.29
36609	931	RMC IMAGING, INC	12/10/18	ViewScan III and ViewScan 4 hardware & software support 12/25/18-12/24/19	$1,498.00
36610	932	ROEING CORPORATION	12/10/18	Equipment, Cabling	$1,994.88
36611	933	STANLEY STEEMER	12/10/18	DeM: Carpet & upholstery cleaning	$733.50
36612	934	TEI LANDMARK AUDIO	12/10/18	STEAM/Makerspace Equipment	$384.65
36613	935	VISION SERVICE PLAN	12/10/18	Vision Ins. Premiums- December 2018	$226.67
36614	936	WAL-MART COMMUNITY/SYN	12/10/18	Library & janitorial supplies	$125.35
36615	937	AARON'S LAWN CARE	12/10/18	Fall cleanup, snow removal	$710.00
36616	938	ACE HARDWARE	12/10/18	Maintenance & library supplies	$41.51
36617	939	BAKER & TAYLOR	12/10/18	Books, Continuations, AV, Auto. Yours	$8,720.45

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Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
36618	940	BAKER & TAYLOR ENTERTAIN	12/10/18	AV	$1,490.43
36619	941	BRODART CO.	12/10/18	Shelving	$339.64
36620	942	CULLIGAN WATER CONDITIO	12/10/18	Wh: Water Cooler Rental- December 2018	$11.95
36621	943	INDIANA GROCERY GROUP, L	12/10/18	Management Meeting expenses	$37.62
36622	944	INDIANA WASTE SERVICE	12/10/18	DeM: Trash pick-up December 2018	$94.75
36623	945	KV POST NEWS	12/10/18	DeM: Newspaper subscription Acct# 0045635	$65.99
36624	946	MIDWEST TAPE	12/10/18	AV	$553.06
36625	947	RENSSELAER LAUNDRY ROO	12/10/18	Laundry	$26.00
0	948	PAYROLL	12/21/18	PAYROLL	$51,862.95
0	949	AFLAC	12/21/18	Supplemental Insurance December 2018 (Conf #745)	$701.88
0	950	ALLIANCE BANK	12/21/18	Direct Deposit Fees - November 2018	$37.00
0	951	CENTURYLINK	12/21/18	Rens: Fax line December 2018 (Conf# 741)	$56.27
0	952	CENTURYLINK	12/21/18	Wh: Fax line December 2018 (Conf #743)	$64.86
0	953	CENTURYLINK	12/21/18	DEM: Long distance phone service- December 2018 (Conf# 742)	$18.09
0	954	CHRISTINA SANDERS	12/21/18	Courier Mileage 12/3-12/14/18 (Conf. #746)	$366.24
0	955	CITY OF RENSSELAER	12/21/18	RENS: Utilities 11/7 - 12/7/2018 (Conf. #744)	$3,480.43
0	956	GREAT-WEST RETIREMENT S	12/21/18	Annuity Contributions withheld 12/21/18 Payroll (conf# 747)	$1,395.00
0	957	INDIANA CHILD SUPPORT BU	12/21/18	Child Support Garnishment: Andrea Prescaro 12/21/18 Payroll (Payment #1890320181219132342)	$80.17
0	958	INDIANA DEPARTMENT OF RE	12/21/18	State & County Taxes withheld December 2018 Payrolls (Ref. #96389)	$6,207.91
0	959	INPRS fbo PERF	12/21/18	INPRS Contributions12/21/18 Payroll	$6,186.75
0	960	IRS USA TAXPAYMENT	12/21/18	Federal Withholding, Medicare, & FICA withheld 12/21/18 Payroll & Ins. (Acknowledgement #25310987)	$10,993.41
0	961	REPUBLIC SERVICES #715	12/21/18	Wh: Trash Service- December 2018 (Conf#740)	$130.80
36626	962	ACE HARDWARE	12/27/18	Maintenance supplies	$18.47
36627	963	A. E. BOYCE COMPANY, INC.	12/27/18	W2 forms & envelopes, 1099 forms & envelopes	$87.89
36628	964	ANDREA PRESCARO	12/27/18	Mileage 8/15-12/5/18	$19.62
36629	965	BAKER & TAYLOR	12/27/18	Books, Continuations, AV, Auto. Yours	$2,288.60
36630	966	BAKER & TAYLOR ENTERTAIN	12/27/18	AV	$265.83
36631	967	CARDINAL OFFICE PRODUCT	12/27/18	Rensselaer Patron Copier Maintenance 12/26/2017 - 11/26/2018 (final billing)	$309.17
36632	968	DANIEL VAN BLAIRCOM	12/27/18	Mileage 1/21-8/30/18	$30.57
36633	969	DEBORAH KRISTOFF	12/27/18	Mileage 12/7-12/17/18	$47.96
36634	970	DEMCO	12/27/18	Furniture/equipment	$3,240.00
36635	971	DEPARTMENT OF HOMELAND	12/27/18	DeM: Elevator Inspection	$120.00
36636	972	DONNA BARKO	12/27/18	Mileage 10/30-12/20/18	$37.61
36637	973	EDWARD P. DUMAS	12/27/18	Legal Assistance: Building demolition	$100.00
36638	974	EVELYN S. PARRISH	12/27/18	Mileage 1/10-12/7/18	$509.03
36639	975	FAYETTE COUNTY PUBLIC LI	12/27/18	Lost ILL item	$24.95
36640	976	HAMSTRA BUILDERS, INC.	12/27/18	Air filters	$44.06
36641	977	HIVELY WELDING CO., INC	12/27/18	Wh: modify shelf brackets	$275.00
36642	978	HP PRODUCTS	12/27/18	Janitorial supplies	$219.44
36643	979	INDIANA GROCERY GROUP, L	12/27/18	Program & Staff Christmas Party expenses	$93.30
36644	980	JEFF GASTINEAU	12/27/18	Program presenter	$50.00
36645	981	KARLA HAUSENFLECK	12/27/18	Mileage 10/1-12/12/18	$38.15
36646	982	KIMBERLY HUNTER	12/27/18	Mileage 12/10/18	$23.98
36647	983	KROGER GARDIS & REGAS, L	12/27/18	Legal Assistance: FMLA	$840.00
36648	984	LEGAL DIRECTORIES PUBLIS	12/27/18	Continuations	$132.75
36649	985	LINDA POORTENGA	12/27/18	Mileage 11/15-11/16/18	$74.67
36650	986	NEILE TRAINOR	12/27/18	Mileage 10/3-12/19/18	$95.38
36651	987	PATTY STRINGFELLOW	12/27/18	Mileage 12/5/18	$23.98
36652	988	PEGGY MICHELIN	12/27/18	Mileage 10/19-12/18/18	$7.85

F4c

Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	**Total**
36653	989	PRECISION CONTROL SYSTE	12/27/18	DeM: Material used during contract maintenance	$400.95
36654	990	RACHAEL CAVINDER	12/27/18	Mileage 11/19-12/10/18	$15.26
36655	991	RAYANN GILMORE	12/27/18	Mileage 11/9-11/29/18	$172.22
36656	992	ROEING CORPORATION	12/27/18	Additional contract hours for copier install, iPads, cases, charging cable, UPS, mice	$2,673.13
36657	993	SHANNON HELDAK	12/27/18	Mileage 10/18-12/13/18	$45.24
36658	994	SHEILA MAXWELL	12/27/18	Mileage 9/20-11/13/18	$107.91
36659	995	TEI LANDMARK AUDIO	12/27/18	STEAM/Makerspace Equipment	$89.98
36660	996	THE TIMES	12/27/18	Wh: Newspaper subscription Acct# 170-00037838	$424.25
36661	997	TRUGREEN PROCESSING CE	12/27/18	Ice Melt	$360.00
36662	998	UNIQUE MANAGEMENT SERVI	12/27/18	Collections: Initial/Secondary Placements- November 2018	$214.80
36663	999	WAL-MART COMMUNITY/SYN	12/27/18	Library supplies, AV, janitorial supplies	$254.21
0	1000	SQUARE, INC	12/31/18	Merchant Processing Fees- December 2018	$14.06

Total Amount of Claims **$252,883.75**

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Wednesday, January 02, 2019

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 **pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of** **$252,883.75**

Date this 14th **day of** January **,20** 19 **.**

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

F5a

JASPER COUNTY PUBLIC LIBRARY
Receipt Breakdown
December 31, 2018

	THIS MONTH	YEAR-TO-DATE	TOTAL RECEIPTS THIS MONTH	TOTAL RECEIPTS YEAR-TO-DATE
FINES & FEES:			$1,628.48	$28,135.44
DeMotte	$600.11	$8,842.61		
Rensselaer	$563.93	$11,691.70		
Wheatfield	$464.44	$7,601.13		
PHOTOCOPIES:			$407.60	$10,712.14
DeMotte	$154.15	$3,581.20		
Rensselaer	$184.55	$4,952.84		
Wheatfield	$68.90	$2,178.10		
INTEREST (Checking, Repurchase, CDs):			$51.35	$544.05
TAXES:			$390,763.59	$2,353,933.99
Property Tax	$238,354.01	$1,282,093.88		
LOIT	$17,903.55	$214,842.60		
License Excise Tax	$67,394.18	$127,636.25		
Financial Institution Tax	$1,502.97	$2,909.85		
CVET(Commercial Vehicle Excise)	$6,816.71	$13,634.37		
Local Option/Certified Shares	$0.00	$0.00		
Local Option/Property Tax Repl.	$0.00	$0.00		
LIT Certified Shares	$58,792.17	$712,817.04		
TAXABLE SALES:-			$2.30	$63.46
REFUNDS:			$50.00	$3,214.55
Rebates/Refund	$0.00	$372.00		
Insurance Claims/Reimbursements	$0.00	$0.00		
Meeting Room Rental	$50.00	$2,400.00		
Reimbursement	$0.00	$409.81		
Fixed Asset Sales	$0.00	$0.00		
Miscellaneous Receipts	$0.00	$32.74		
Interfund Transfer	$0.00	$0.00		
TOTAL OPERATING FUND RECEIPTS			**$392,903.32**	**$2,396,603.63**
PLAC FUND:			$0.00	$0.00
GIFT FUNDS:			$1,459.99	$19,973.60
DeMotte	$159.99	$6,198.35		
Rensselaer	$1,300.00	$9,562.87		
Wheatfield	$0.00	$4,212.38		
LIB. IMPROV. RESERVE FUND:			$19.68	$232.90
Interest Earned	$19.68	$232.90		
Transfer from OPERATING	$0.00	$0.00		
BOND & INTEREST REDEMPTION FUND:			$16,510.12	$76,561.56
Property Tax	$12,985.91	$69,850.47		
License Excise Tax	$3,136.96	$5,941.01		
Financial Institution Tax	$69.96	$135.45		
CVET(Commercial Vehicle Excise)	$317.29	$634.63		
Interfund Transfer	$0.00	$0.00		
RAINY DAY FUND:			$3,979.92	$37,878.71
Special CAGIT Distribution	$0.00	$0.00		
Special LOIT Distribution	$0.00	$0.00		
Interest Earned	$3,979.92	$37,878.71		
Interfund Transfer	$0.00	$0.00		
STATE TECHNOLOGY FUND GRANT FUND:-			$0.00	$20,036.75
HOST/HOSPITALITY FUND:-			$0.00	$0.00
LEVY EXCESS FUND:-			$0.00	$0.00
SALES TAX:-			$3.66	$200.38
CASH CHANGE FUND			$0.00	$0.00
INSURANCE REFUND FUND:			$0.00	$0.00
Interfund Transfer	$0.00	$0.00		
INSURANCE SETTLEMENT FUND			$0.00	$6,886.94
SUB-TOTAL (page 1)			**$414,876.69**	**$2,558,374.47**

F5b

WITHHOLDING ACCOUNT FUNDS:			$30,911.26	$375,521.92
FIT Tax Collected	$6,818.27	$85,434.30		
FICA Collected	$7,770.35	$94,896.52		
State Tax Collected	$3,486.88	$42,860.41		
County Tax Collected	$2,721.03	$33,358.83		
Deferred Comp Plan	$2,790.00	$31,280.00		
Pre-tax Insurance Plans	$3,771.20	$44,723.32		
Life Insurance	$180.62	$2,179.44		
INPRS	$3,189.10	$38,818.09		
Garnishments	$183.81	$1,971.01		
Credit Union	$0.00	$0.00		
TOTAL RECEIPTS - ALL FUNDS..			**$445,787.95**	**$2,933,896.39**

F6a

Voucher List

Jasper County Public Library

Report Date: From **01/01/19** *To* **01/14/19**

Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	**Total**
0	1	PAYROLL	01/10/19	PAYROLL	$53,460.54
0	2	INPRS fbo PERF	01/10/19	INPRS Contributions 1/10/19 Payroll	$6,451.92
0	3	IRS USA TAXPAYMENT	01/10/19	Federal Withholding, Medicare, & FICA withheld 01/10/19 Payroll & Ins. (Acknowledgement 00065115)	$11,463.07
36664	4	ACE HARDWARE	01/14/19	Maintenance & janitorial supplies	$20.16
36665	5	ANTHEM BLUE CROSS BLUE	01/14/19	Health Insurance premiums- January 2019	$13,962.91
36666	6	ANTHEM LIFE	01/14/19	Life Insurance premiums- January 2019	$103.14
36667	7	AVC TECHNOLOGY CORPORA	01/14/19	2019 Annual Financial Computer Support	$1,632.00
36668	8	BAKER & TAYLOR	01/14/19	Books, Continuations, AV, Auto. Yours	$1,899.02
36669	9	BAKER & TAYLOR ENTERTAIN	01/14/19	AV	$35.68
36670	10	BUSINESS CARD	01/14/19	Facebook advertising, Flickr renewal	$59.99
36671	11	CENTURYLINK	01/14/19	Rens: Fax line service- January 2019	$56.26
36672	12	CENTURYLINK	01/14/19	DeM: Long distance service- December 2018	$15.49
36673	13	CONSOLIDATED INSURANCE	01/14/19	Directors & Officers Liability Annual Premium- 2019	$3,645.00
36674	14	CULLIGAN WATER CONDITIO	01/14/19	Wh: Water Cooler Rental-January 2019, 5-gallon drinking water- 6	$57.95
36675	15	DELTA DENTAL	01/14/19	Dental Insurance premiums- January 2019	$603.82
36676	16	DEMCO	01/14/19	Extra shipping charge for lift gate delivery	$95.00
36677	17	DEMOTTE CHAMBER OF COM	01/14/19	2019 Membership Dues	$60.00
36678	18	ENA SERVICES LLC	01/14/19	Internet service for December 2018	$1,782.00
36679	19	FIRST MERCHANTS BANK	01/14/19	Lockbox Rental, 2019	$55.00
36680	20	HP PRODUCTS CORPORATIO	01/14/19	Janitorial supplies	$76.86
0	21	INDIANA DEPT OF REVENUE	01/14/19	Sales Tax collected in 2018 less discount. (paid via Intax pymt# 19Z0024417390)	$198.89
36681	22	INDIANA DEPT. OF WORKFOR	01/14/19	4th Quarter 2018 Unemployment Compensation Pymt	$223.48
36682	23	INDIANA LIBRARY FEDERATIO	01/14/19	2019 Library Membership	$1,350.18
36683	24	INDIANA WASTE SERVICE	01/14/19	DeM: Trash Pick-up, January 2019	$94.75
36684	25	KONE, INC.	01/14/19	DeM: Elevator maintenance agreement 1/1-3/31/19	$456.03
36685	26	MICHAEL R. ANDERSON	01/14/19	Rens: Snow removal 11/13-12/1/18	$235.00
36686	27	MIDDLEBURY COMMUNITY PU	01/14/19	NICCL Dues for 2019	$50.00
36687	28	M W INSURANCE AGENCY	01/14/19	Bonds for Treasurer and Asst. Treasurer	$300.00
36688	29	NIPSCO	01/14/19	DeM & Wh: Gas & electric service 11/30/18-1/2/19	$5,420.85
36689	30	NITCO	01/14/19	DeM: Local Phone & Fax Service January 2019	$178.16
36690	31	OFFICE DEPOT	01/14/19	Janitorial supplies	$101.00
36691	32	RENSSELAER CHAMBER OF C	01/14/19	2019 Membership Dues; Luncheon Meetings - August & October 2018	$95.00
36692	33	RENSSELAER ROTARY CLUB	01/14/19	November & December 2018 dues & meals	$105.50
36693	34	SHOPKO STORES OPERATIN	01/14/19	Library supplies	$32.37
36694	35	SWANK MOVIE LICENSING US	01/14/19	Wh: Public Performance Site License 2/1/19-1/31/20	$495.00
36695	36	TECH LOGIC	01/14/19	CircIT Software Renewal- 1yr (March1, 2019-February 28, 2020)	$1,284.00
36696	37	THE LIBRARY CORPORATION	01/14/19	Enhanced Content Renewal: Mar 2019-Feb 2020; SIP Communications Protocol: Mar 2019-Feb 2020	$6,328.00
36697	38	TREASURER OF JASPER COU	01/14/19	Remittance of delinquent property taxes withheld from employee	$23.47
36698	39	UNIQUE MANAGEMENT SERVI	01/14/19	Collections: Initial/Secondary Placements- December 2018	$53.70
36699	40	VISION SERVICE PLAN	01/14/19	Vision Insurance Premiums- January 2019	$226.67
0	41	CHRISTINA SANDERS	01/10/19	Courier Mileage 12/16/18-12/31/18 (Conf. #749)	$270.32
0	42	GREAT-WEST RETIREMENT S	01/10/19	Annuity Withheld 1/10/18 payroll (Conf. #752)	$1,420.00

F6b

Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	**Total**
0	43	INDIANA CHILD SUPPORT BU	01/10/19	Child Support Garnishment: Andrea Prescaro 1/10/2019 Payroll (Payment #1890320190109120536)	$80.17
0	44	REPUBLIC SERVICES #715	01/10/19	Wh: Trash Service- January 2019 (Conf #748)	$147.64
0	45	TOWN OF DEMOTTE	01/10/19	DeM: Sewer & Water- December 2018 (conf# 750)	$168.10
0	46	TOWN OF WHEATFIELD	01/10/19	Wh: Sewer Service- January 2019 (Conf# 751)	$77.35
36700	47	CHICAGO TRIBUNE	01/14/19	DeM: Newspaper subscription Acct# 20468938	$337.86
36701	48	INDIANA DEPT. OF ENVIRONM	01/14/19	Wh: Annual public water system fee	$100.00
36702	49	INDIANA LIBRARY FEDERATIO	01/14/19	2018 Youth Services Conference registrations- J. Wilma, K. Hausenfleck, S. Heldak	$765.00
36703	50	INDIANA NEWSPAPERS INC.	01/14/19	Rens: Journal & Courier newspaper subscription Acct# 010542359	$294.00
36704	51	NIMBO IP LLC	01/14/19	Monthly Managed Service Fee	$815.00
36705	52	POST TRIBUNE	01/14/19	Rens: Newspaper subscription Acct# 74364548	$78.00
36706	53	RENSSELAER REPUBLICAN	01/14/19	Rens: Newspaper subscription Acct# 0043509	$139.99
36707	54	ROEING CORPORATION	01/14/19	Tech Maintenance Support - 1st Installment 2019	$7,221.87
36708	55	THOMSON REUTERS - WEST	01/14/19	Continuations	$475.00
36709	56	THE TIMES	01/14/19	Rens: Newspaper subscription Acct# 170-00054391	$424.25
36710	57	USA TODAY	01/14/19	DeM: Newspaper subscription Acct# 4179744	$340.14

Total Amount of Claims **$125,942.55**

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, January 14, 2019

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 2 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of **$125,942.55**

Date this 14th **day of** January **,20** 19 .

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

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B.

Agenda
Jasper County Public Library
Board of Trustees Meeting
Saturday, February 9, 2019, 9am
Rensselaer Public Library

Opening of Meeting Moment of Silence

Approval of Consent Agenda & Consent Agenda Items Action

Minutes of January Board Meeting
Bills/Financial Reports
Salary Ordinance Update (R 7)
Policies for Review (R 10, R 12)
2019 Staff Development Day (R 12)
Nonresident Borrowing Fee (R 12)

General Business

Oath of Office – Janelle Harper (R 13) Action
Oath of Office – Treasurer (R 13) Action

Director's Report (R 12-R 15) Information

Items for Future Agendas

Public Forum

Adjournment

To inform, enrich, and empower our diverse community.

MINUTES **January 14, 2019**
Jasper County Public Library Board of Trustees **Rensselaer Library**
6:00 PM

Present: Natalie Waling, Mark Heinig, Jody Melton, Kevin Kaluf, Kristie Housman, Patricia Stringfellow, Rayann Gilmore
Absent: Janet Umlauf, Janelle Harper

BOARD OF FINANCE MEETING

The Board of Officers for the Jasper County Public Library were elected to the same positions as the officers for the Library Board of Finance on a motion by M. Heinig, seconded by J. Melton. Motion passed.

Annual Financial Report: The Annual Director's Financial Report was presented and reviewed. Operating Fund began the year with $742,112.34 and ended the year with $769,507.09. Property tax revenues came in as expected. We spent $154,477.99 out of the Rainy Day Fund this year on demolition at the properties adjacent to the DeMotte Public Library, to LED retrofit the outdoor lighting at all three libraries, to purchase new patron copiers for all three libraries, and install new fire alarm panels at the DeMotte & Rensselaer Libraries. The Bond was paid off in January 2018. We have a good operating balance with which to begin 2019.

Outstanding Checks: A list of outstanding checks was provided as information. As per IC 5-11-10.5 all outstanding checks and unpaid checks more than two years old by December 31 are deemed void. The library has two outstanding checks. These will be receipted back into the funds from which they were written.

Accounting Practices: J. Melton moved, seconded by K. Housman, to accept the 2019 Accounting Practices as presented. Motion passed.

Resolution to Allow Bill Payment with Prior Approval: N. Waling moved, seconded by K. Housman to approve the Resolution to Pay Bills with Prior Approval as presented. Motion passed.

Designate Newspapers for Publishing Notices: M. Heinig moved, seconded by J. Melton, to designate the Rensselaer Republican and Kankakee Valley Post-News as the two newspapers the Library will use to publish notices. Motion passed.

With no further business, K. Kaluf adjourned the Board of Finance Meeting at 6:18 PM.

MONTHLY BOARD MEETING

Upon adjournment of Board of Finance, K. Kaluf opened the regular monthly Board meeting with a moment of silence.

Agenda & Consent Agenda Items: The Agenda and Consent Agenda items that included the minutes of the December Board Meetings, bills/financial reports, Salary Ordinance for 2019, Materiality Policy review, and Code of Ethics Policy review were approved as presented on a motion by N. Waling and seconded by J. Melton. Motion passed. K. Housman abstained from the vote.

Oath of Office – Assistant Treasurer: M. Heinig, Assistant Treasurer, took the Oath of Office and signed the bond document.

Conflict of Interest: Indiana Code #35-44-1-3 states that a public servant who knowingly or intentionally has a pecuniary interest in or who derives a profit from a contract or purchase with an action by the government entity served by the public service commits a crime. However, as long as a public servant files a Conflict of Interest disclosure form annually, no crime is committed. This form must be filed annually.

Committee Assignments: In the absence of the President, K. Kaluf presented the following appointments to standing committees for 2019 on behalf of the President: Budget: K. Kaluf (chair), M. Heinig, N. Waling; Director's Evaluation: K. Housman (chair), J. Harper, J. Melton; Bylaws/Policy Review: J. Melton (chair), J. Umlauf, K. Housman; Nominating: J. Umlauf (chair), J. Harper, K. Kaluf.

Building Insurance Bidding Process: As per Board and Administration Monthly Tasks every three years we solicit bids for library insurance and begin the process in January. We will solicit bids this year. P. Stringfellow plans to work with the Library's agent Stace Pickering to solicit bids. Stace will attend the February 11 board meeting to provide a brief overview of our coverage and comment on any gaps he sees or recommendations that he might have for adding or subtracting from our coverage. Then he will seek bids and present the bids received to the board at the April 8 board meeting.

Director's Report: In November P. Stringfellow reported that MCLS is sponsoring a Harwood Public Innovator's Lab in Indianapolis, IN March 5-7, 2019. The Lab will be held at Indiana Wesleyan University – Indianapolis North campus. Through a grant MCLS will fully fund tuition for the training, as well as lodging and some meals during the training, for up to 50 staff from Indiana libraries. We applied and have been approved to attend. The Harwood Public Innovators Lab is a 2.5 day experience to help us learn what it means to Turn Outward – to use the community, not our conference room, as our reference point for choices and action. Participation in the Lab will also include follow-up coaching calls to further support attendees post-training. We are very excited to be selected for this training. A press release will be distributed to local media as provided by MCLS. P. Stringfellow, J. Umlauf, and librarians Linda Poortenga, Debbie Kristoff, and Evie Parrish plan to attend this training. The repairs to the men's bathroom at DeMotte Library will be wrapping up soon with tile being scheduled for install this week. Sinks have been repaired and urinals replaced. A water heater was also replaced and a leaking water line repaired recently that were unrelated to the men's bathroom projects. The large sycamore tree near the meeting room entrance at DeMotte Library dropped sizeable limbs on two occasions this past fall. This tree will be removed to prevent further damage. Pat Kopanda, a member of the Fairchild House Board in DeMotte has sent a letter to the Library Board indicating that the Fairchild House Board would like to give the Fairchild House to the Jasper County Public Library. Fairchild House is an historic home built in 1922 that is currently used for community meeting space. Their wish is to give the Fairchild House to the Library so that the home can be kept open for the community. The Library Board is honored to be considered for this generous gift and would like to take some time to consider it before responding. P. Stringfellow will draft a letter to the Board of the Fairchild House to this effect. With the demolition of the houses completed, it is now time to think about next steps for DeMotte Library and the property. P. Stringfellow explained that many libraries start projects like this by conducting a feasibility study to gain a better understanding of what is needed. Abonmarche, the firm we worked with on the demolition project could guide us through the process. The Board would like P. Stringfellow to be in touch with Abonmarche to begin this process.

Adjournment: With no further matters for discussion K. Kaluf adjourned the meeting at 6:55 PM.

Jody Melton

Jody Melton, Secretary

Attest: K. Kaluf, President Pro-Tem

CIRCULATION BY HOLDINGS CODE
January 2019

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	0	0	0	0
Award Winner JE (DAJE)	0	0	0	0
Award Winner JFIC (DAJFIC)	25	0	0	25
Award Winner JNF (DAJNF)	0	0	0	0
Award Winner JPFIC (DAJBPF)	0	0	0	0
Award Winning fiction (DAWFIC)	0	0	0	0
Award Winning non-fiction (DAWN	0	0	0	0
Award Winner YAFIC (DAYAF)	0	0	0	0
Award Winner YAPFIC (DAYPBF)	0	0	0	0
Biography (DBIO)	17	2	1	20
Blu-Ray (DBR)	265	5	2	272
Books on CD (DBKCD)	79	1	0	80
Books on Tape (DBKT)	0	0	0	0
Compact Disc (DCD)	48	1	2	51
Digital Audiobooks (DDA)	33	0	2	35
DVD (DDVD)	1703	54	44	1801
Equipment (DEQP)	4	0	0	4
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	0	0	0	0
Fiction (DFIC)	564	13	11	588
Fiction Fantasy (DFICF)	2	0	0	2
Fiction Inspirational (DFICI)	3	0	0	3
Fiction Mystery (DFICM)	51	7	0	58
Fiction New (DFICNEW)	382	19	20	421
Fiction Science Fiction (DFICSF)	6	0	0	6
Fiction Western (DFICW)	12	1	0	13
Genealogy (DGENE)	0	0	0	0
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	102	2	1	105
Hanging Bags (DHANG)	5	0	0	5
Hotspots (DWIFI)	5	25	7	37
ILL (DILL)	12	0	1	13
Internet (DINTER)	392	0	0	392
Juv. Audio book (DJAUDB)	27	0	1	28
Juv. Biography (DJBIO)	11	0	0	11
Juv. Book on CD (DJBKCD	0	0	0	0
Juv. Book on Tape (DJBKT)	0	0	0	0
Juv. Compact Disc (DJCD)	19	0	0	19
Juv. Digital Device (DJDDP)	0	0	0	0
Juvenile Easy (DJE)	668	8	22	698
Juv. Easy Non-fiction (DJENF)	18	1	2	21
Juv. Easy Reader (DJER)	304	0	0	304
Juv. Easy Reader NF (DJERN)	0	0	0	0
Juv. Fiction (DJFIC)	379	5	6	390
Juv. Graphic Novel (DJGN)	2	0	0	2
Juv. Holiday books (DJHOL)	27	1	1	29
Juv. Magazine (DJMAG)	11	0	0	11
Juv. Music Cassette (DJMC)	0	0	0	0
Juv. Nonfiction (DJNF)	192	9	8	209

Juv. Nonfic Text Bk (DJNFTB)	0	0	0	0
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	0	0	0
Juv. Reference (DJREF)	1	0	0	1
Juv. Toddler (DJTOD)	106	0	0	106
Large Print Fiction (DLPF)	116	9	3	128
Large Print Inspirational (DLPI)	0	0	0	0
Large Print Mystery (DLPM)	0	0	0	0
Large Print New (DLPN)	104	2	7	113
Large Print Nonfic (DLPNF)	5	2	0	7
Large Print Western (DLPW)	0	0	0	0
Magazine (DMAG)	450	0	0	450
Music Cassette (DMCAS)	0	0	0	0
Nonfiction 000 (DNF000)	4	0	0	4
Nonfiction 100 (DNF100)	8	2	0	10
Nonfiction 200 (DNF200)	7	5	0	12
Nonfiction 300 (DNF300)	30	4	2	36
Nonfiction 400 (DNF400)	1	0	0	1
Nonfiction 500 (DNF500)	15	1	0	16
Nonfiction 600 (DNF600)	115	15	10	140
Nonfiction 700 (DNF700)	46	0	2	48
Nonfiction 800 (DNF800)	6	0	0	6
Nonfiction 900 (DNF900)	36	4	1	41
Nonfiction Blu-Ray (DNFBR)	1	0	0	1
Nonfiction DVD (DNFDVD)	61	3	0	64
Nonfiction (DNFIC)	11	1	0	12
Nonfiction New (DNFNEW)	161	7	13	181
Nonfiction VHS (DNFVHS)	0	0	0	0
Oversize (DOVER)	0	0	0	0
Professional Coll. (DPROF)	0	0	0	0
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	0	0	0	0
Playaway View (DVIEW)	0	0	0	0
Reference (DREF)	0	0	0	0
Ref. Magazine (DRMAG)	0	0	0	0
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	0	0	0	0
Software (DSWAR)	1	0	0	1
SRCS (SRCS) DeMotte	0	0	0	0
SRCS (From other libraries ILL-SR	1	110	1	112
SRCS (SRCSW) Wheatfield	0	0	0	0
STEAM Kits (DSTEAM)	0	0	0	0
Vertical File (DVF)	0	0	0	0
VHS (DVHS)	0	0	0	0
YA Audio book (DYAUDB)	1	0	0	1
YA Biography (DYAB)	0	0	0	0
YA Books on CD (DYABKCD)	0	0	0	0
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	71	2	0	73
YA Music CD (DYACD)	0	0	0	0
YA Nonfiction (DYANF)	6	0	0	6
YA Paperback Fic (DYAPBF)	0	0	0	0
Storage (DZSTO)	1	0	0	1
Award Winner JBIO (RAJBIO)	0	0	0	0

Award Winner JE (RAJE)	0	0	0	0
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	2	16	1	19
Blu-Ray (RBR)	6	395	5	406
Books on CD (RBKCD)	11	82	1	94
Books on Tape (RBKT)	0	0	0	0
Compact Disc (RCD)	11	157	3	171
Digital Audiobooks (RDA)	0	13	0	13
DVD (RDVD)	68	2512	30	2610
Equipment (REQP)	0	2	0	2
See librarian (RERR)	0	0	0	0
Express Book (REXP)	0	0	0	0
Fiction (RFIC)	42	453	8	503
Fiction Inspirational (RFICI)	0	0	0	0
Fiction New (RFICNEW)	21	288	11	320
Genealogy (RGENE)	0	0	0	0
Genealogy Mag (RGMAG)	0	4	0	4
Gen. Milroy Coll (RGMIL)	0	0	0	0
Graphic Novels (RGN)	2	66	2	70
Hanging Bag (RHANG)	3	8	0	11
Hotspots (RWIFI)	11	23	6	40
ILL (RILL)	1	22	1	24
Internet (RINTER)	0	471	0	471
Juv. Audio book (RJAUDB)	0	17	0	17
Juv. Biography (RJBIO)	0	14	1	15
Juv. Book on CD (RJBKCD)	0	0	0	0
Juv. Book on Tape (RJBKT)	0	0	0	0
Juv. Compact Disc (RJCD)	0	17	0	17
Juv. Digital Device (RJDDP)	0	0	0	0
Juvenile Easy (RJE)	20	277	20	317
Juv. Easy Non-fiction (RJENF)	2	64	1	67
Juv. Easy Reader (RJER)	5	339	4	348
Juv. Easy Reader NF (RJERN)	0	4	0	4
Juv. Fiction (RJFIC)	11	315	4	330
Juv. Graphic Novel (RJGN)	0	1	1	2
Juv. Magazine (RJMAG)	0	16	0	16
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	23	271	4	298
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	0	0	0	0
Juv. Reference (RJREF)	0	2	0	2
Juv. Toddler (RJTOD)	0	76	1	77
Large Print Fiction (RLPF)	8	161	3	172
Large Print Inspirational	0	0	0	0
Large Print Mystery (RLPM)	0	0	0	0
Large Print New (RLPN)	8	84	2	94
Large Print Nonfic (RLPNF)	2	6	0	8
Large Print Western (RLPW)	0	0	0	0
Magazine (RMAG)	2	258	0	260
Music Cassette (RMCAS)	0	0	0	0
Non-Fiction 000 (RNF000)	0	4	0	4
Non-Fiction 100 (RNF100)	4	12	1	17
Non-Fiction 200 (RNF200)	4	14	0	18
Non-Fiction 300 (RNF300)	9	42	3	54
Non-Fiction 400 (RNF400)	0	6	0	6

Non-Fiction 500 (RNF500)	3	5	0	8
Non-Fiction 600 (RNF600)	26	144	8	178
Non-Fiction 700 (RNF700)	3	27	1	31
Non-Fiction 800 (RNF800)	0	10	0	10
Non-Fiction 900 (RNF900)	2	28	0	30
Nonfiction Blu-Ray (RNFBR)	0	8	0	8
Nonfiction DVD (RNFDVD)	2	156	0	158
Nonfiction (RNFIC)	0	0	0	0
Nonfiction New (RNFNEW)	19	136	26	181
Nonfiction VHS (RNFVHS)	0	0	0	0
Oversize (ROVER)	0	0	0	0
Playaway View (RVIEW)	0	0	0	0
Professional Coll. (RPRO)	0	3	0	3
Reference (REF)	0	0	0	0
Reference Business (RREFB)	0	0	0	0
Ref. Magazine (RRMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	0	1	0	1
Software (RSWAR)	0	9	0	9
SRCS (SRCS) DeMotte	52	4	6	62
SRCS (From other libraries ILL-SR	0	0	0	0
SRCS (SRCSW) Wheatfield	5	6	35	46
STEAM Kits (RSTEAM)	0	0	0	0
Vertical File (RVF)	0	1	1	2
VHS (RVHS)	0	0	0	0
YA Audio book (RYAUDB)	1	2	0	3
YA Biography (RYAB)	0	0	0	0
YA Books on CD (RYABKCD)	0	0	0	0
YA Books on Tape (RYABKT)	0	0	0	0
YA Fiction (RYAF)	4	43	5	52
YA Music CD (RYACD)	0	26	1	27
YA Nonfiction (RYANF)	0	4	0	4
YA Paperback Fic (RYAPBF)	0	0	0	0
Storage (RZSTO)	0	1	0	1

Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	1	2	11	14
Blu-Ray (WBR)	7	11	212	230
Books on CD (WBKCD)	5	5	114	124
Books on Tape (WBKT)	0	0	0	0
Compact Disc (WCD)	1	2	103	106
Digital Audiobooks (WDA)	0	0	13	13
DVD (WDVD)	52	65	1672	1789
Equipment (WEQP)	0	0	11	11
See librarian (WERR)	0	0	0	0
Express Book (WEXP)	0	0	0	0
Fiction (WFIC)	18	21	212	251
Fiction Fantasy (WFICF)	0	0	11	11
Fiction Inspirational (WFICI)	7	2	33	42
Fiction Mystery (WFICM)	4	4	83	91
Fiction New (WFICNEW)	19	15	190	224
Fiction Science Fiction (WFICSF)	5	0	10	15
Fiction Western (WFICW)	0	0	7	7
Genealogy (WGENE)	0	0	0	0

Genealogy Mag (WGMAG)	0	0	0	0
Graphic Novels (WGN)	2	0	31	33
Hanging Bags (WHANG)	0	1	4	5
Hotspots (WWIFI)	3	26	13	42
ILL (WILL)	0	1	7	8
Internet (WINTER)	0	0	307	307
Juv. Audio book (WJAUDB)	5	0	10	15
Juv. Biography (WJBIO)	0	1	2	3
Juv. Book on CD (WJBKCD)	0	0	0	0
Juv. Book on Tape (WJBKT)	0	0	0	0
Juv. Compact Disc (WJCD)	0	0	4	4
Juv. Digital Device (WJDDP)	0	0	2	2
Juvenile Easy (WJE)	114	9	527	650
Juv. Easy Non-fiction (WJENF)	0	0	43	43
Juv. Easy Reader (WJER)	7	1	202	210
Juv. Easy Reader NF (WJERN)	0	0	0	0
Juv. Fiction (WJFIC)	38	5	245	288
Juv. Graphic Novel (WJGN)	0	0	3	3
Juv. Magazine (WJMAG)	4	0	25	29
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	17	2	93	112
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	0	0
Juv. Toddler (WJTOD)	1	1	149	151
Large Print Fiction (WLPF)	6	10	55	71
Large Print Inspirational (WLPI)	1	1	1	3
Large Print Mystery (WLPM)	1	0	1	2
Large Print New (WLPN)	8	9	111	128
Large Print Nonfic (WLPNF)	1	2	4	7
Large Print Western (WLPW)	0	0	0	0
Magazine (WMAG)	17	0	217	234
Non-Fiction 000 (WNF000)	0	0	3	3
Non-Fiction 100 (WNF100)	1	0	5	6
Non-Fiction 200 (WNF200)	0	0	7	7
Non-Fiction 300 (WNF300)	2	0	10	12
Non-Fiction 400 (WNF400)	0	0	0	0
Non-Fiction 500 (WNF500)	1	0	6	7
Non-Fiction 600 (WNF600)	7	4	57	68
Non-Fiction 700 (WNF700)	2	2	15	19
Non-Fiction 800 (WNF800)	0	0	4	4
Non-Fiction 900 (WNF900)	3	6	15	24
Nonfiction Blu-Ray (WNFBR)	0	0	0	0
Nonfiction DVD (WNFDVD)	2	0	60	62
Nonfiction (WNFIC)	0	0	2	2
Nonfiction New (WNFNEW)	6	2	52	60
Nonfiction VHS (WNFVHS)	0	0	0	0
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0
Playaway View (WVIEW)	0	0	1	1
Reference (WREF)	0	0	0	0
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	0	0	5	5

Software (WSWAR)	0	0	0	0
SRCS (SRCS) DeMotte	0	0	0	0
SRCS (From other libraries ILL-SR	0	0	0	0
SRCS (SRCSW) Wheatfield	0	0	0	0
STEAM Kits (WSTEAM)	0	0	0	0
Vertical file (WVF)	0	0	1	1
VHS (WVHS)	0	0	0	0
YA Biography (WYAB)	0	0	2	2
YA Books on CD (WYABKCD)	1	0	0	1
YA Books on Tape (WYABKT)	0	0	0	0
YA Fiction (WYAF)	15	4	68	87
YA Music CD (WYACD)	0	0	0	0
YA Nonfiction (WYANF)	1	0	2	3
YA Paperback Fic (WYAPBF)	0	0	0	0
Storage (WZSTO)	0	0	1	1
TOTAL	7511	7661	5420	20592

CIRCULATION BY HOLDINGS CODE
January 2019

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	0	0	0
Award Winner JE (AJE)	0	0	0	0
Award Winner JFIC (AJFIC)	25	0	0	25
Award Winner JNF (AJNF)	0	0	0	0
Award Winner JPFIC (AJPF)	0	0	0	0
Award Winning fiction (AWFIC)	0	0	0	0
Award Winning non-fiction (AWNF	0	0	0	0
Award Winner YAFIC (AYAF)	0	0	0	0
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	20	20	13	53
Blu-Ray (BR)	279	419	219	917
Books on CD (BKCD)	95	88	115	298
Books on Tape (BKT)	0	0	0	0
Compact Disc (CD)	60	160	108	328
Digital Audiobooks (DA)	33	13	15	61
DVD (DVD)	1823	2631	1746	6200
Equipment (EQP)	4	2	11	17
See librarian (ERR)	0	0	0	0
Express Book (EXP)	0	0	0	0
Fiction (FIC)	624	487	231	1342
Fiction Fantasy (FICF)	2	0	11	13
Fiction Inspirational (FICI)	10	2	33	45
Fiction Mystery (FICM)	55	11	83	149
Fiction New (FICNEW)	422	322	221	965
Fiction Science Fiction (FICSF)	11	0	10	21
Fiction Western (FICW)	12	1	7	20
Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	4	0	4
Gen. Milroy Coll (GMIL)	0	0	0	0
Graphic Novels (GN)	106	68	34	208
Hanging Bags (HANG)	8	9	4	21
Hotspots (WIFI)	19	74	26	119

ILL (ILL)	13	23	9	45
Internet (INTR)	392	471	307	1170
Juv. Audio book (JAUDB)	32	17	11	60
Juv. Biography (JBIO)	11	15	3	29
Juv. Book on CD (JBCD)	0	0	0	0
Juv. Book on Tape (JBKT)	0	0	0	0
Juv. Compact Disc (JCD)	19	17	4	40
Juv. Digital Device (JDDP)	0	0	2	2
Juvenile Easy (JE)	802	294	569	1665
Juv. Easy Non-Fiction (JENF)	20	**65**	46	131
Juv. Easy Reader (JER)	316	340	206	862
Juv. Easy Reader NF (JERN)	0	4	0	4
Juv. Fiction (JFIC)	428	325	255	1008
Juv. Graphic Novel (JGN)	2	1	6	9
Juv. Holiday (JHOL)	27	1	1	29
Juv. Magazine (JMAG)	15	16	25	56
Juv. Music Cassette (JMC)	0	0	0	0
Juv. Nonfiction (JNF)	232	282	105	619
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback Fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	0	0	0
Juv. Reference (JREF)	1	2	0	3
Juv. Toddler (JTOD)	107	77	150	334
Large Print Fiction (LPF)	130	180	61	371
Large Print Inspirational (LPI)	1	1	1	3
Large Print Mystery (LPM)	1	0	1	2
Large Print New (LPN)	120	95	120	335
Large Print Nonfic (LPNF)	8	10	4	22
Large Print Western (LPW)	0	0	0	0
Magazine (MAG)	469	258	217	944
Music Cassette (MCAS)	0	0	0	0
Non-Fiction 000 (NF000)	4	4	3	11
Non-Fiction 100 (NF100)	13	14	6	33
Non-Fiction 200 (NF200)	11	19	7	37
Non-Fiction 300 (NF300)	41	46	15	102
Non-Fiction 400 (NF400)	1	6	0	7
Non-Fiction 500 (NF500)	19	6	6	31
Non-Fiction 600 (NF600)	148	163	75	386
Non-Fiction 700 (NF700)	51	29	18	98
Non-Fiction 800 (NF800)	6	10	4	20
Non-Fiction 900 (NF900)	41	38	16	95
Non-Fiction Blu-Ray (NFBR)	1	8	0	9
Non-Fiction DVD (NFDVD)	65	159	60	284
Nonfiction (NFIC)	11	1	2	14
Nonfiction New (NFNEW)	186	145	91	422
Nonfiction VHS (NFVH)	0	0	0	0
Oversize (OVER)	0	0	0	0
Professional Coll. (PROF)	0	3	0	3
Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	0	0	0	0
Playaway View (VIEW)	0	0	1	1
Reference (REF)	5	38	31	74
Reference Business (REFB)	0	0	0	0
Ref. Magazine (RMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0

Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	0	1	5	6
Software (SWAR)	1	9	0	10
SRCS (SRCS) DeMotte	52	4	6	62
SRCS (From other libraries III-SRC	1	110	1	112
SRCS (SRCSW) Wheatfield	5	6	35	46
STEAM Kits (STEAM)	0	0	0	0
Vertical File (VF)	0	1	1	2
VHS	0	0	0	0
YA Audio book (YAUDB)	3	2	0	5
YA Biography (YAB)	0	0	2	2
YA Books on CD (YABKCD)	1	0	0	1
YA Books on Tape (YABKT)	0	0	0	0
YA Fiction (YAF)	90	49	73	212
YA Music CD (YACD)	0	26	1	27
YA Nonfiction (YANF)	7	4	2	13
YA Paperback Fic (YAPBF)	0	0	0	0
Storage (ZSTO)	1	1	1	3
				0
Free reads	119	237	38	394
Games/Puzzles	42	12	0	54
Talking books	0	0	0	0
Assignment Shelf Books	0	0	0	0
TOTAL	7679	7956	5490	21125

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	1508	1337	818	3663
Nonfiction	578	576	305	1459
CHILDREN'S BOOKS				
Fiction	1680	1041	1186	3907
Nonfiction	291	365	155	811
YA BOOKS				
Fiction	196	117	107	420
Nonfiction	7	4	4	15
Juv. Digital Devices Pre-loaded	0	0	2	2
Magazines, Adult	469	262	217	948
Magazines, Children	15	16	25	56
Sound Recordings, adult	192	263	238	693
Sound Recordings, ch	59	69	20	148
Online databases	0	0	0	0
Software	1	9	0	10
SRCS	58	120	42	220
STEAM Kits	0	0	0	0
Vertical file	0	1	1	2
VHS/DVD/Blu-Ray	2168	3217	2026	7411
Equipment	23	76	37	136
Total	7245	7473	5183	19901
A-V Circulation	2420	3558	2284	8262
A-V Circulation as % of total	33.4%	47.6%	44.1%	41.5%

CIRCULATION STATISTICS

January 2019

	DEMOTTE			RENSSELAER			WHEATFIELD			SYSTEM
	Added Vols.	Withdrew Vols.	**Circu-lation**	Added Vols.	Withdrew Vols.	**Circu-lation**	Added Vols.	Withdrew Vols.	**Circu-lation**	**Total Circ.**
ADULT BOOKS										
Fiction	109	300	**1,508**	96	1	**1,337**	88	1	**818**	**3,663**
Nonfiction	84	7	**578**	133	10	**576**	43	333	**305**	**1,459**
CHILDREN'S BKS										
Fiction	47	2	**1,680**	134	0	**1,041**	48	3	**1,186**	**3,907**
Nonfiction	18	0	**291**	35	0	**365**	8	0	**155**	**811**
YA BOOKS										
Fiction	14	0	**196**	14	0	**117**	27	0	**107**	**420**
Nonfiction	2	0	**7**	1	0	**4**	1	6	**4**	**15**
Magazines,Adult	0	0	**469**	0	0	**262**	0	0	**217**	**948**
Magazines, Child	0	0	**15**	0	0	**16**	0	0	**25**	**56**
Games, Toys	0	0	**0**	0	0	**0**	0	0	**0**	**0**
Sound Rec/Adult	6	0	**192**	16	0	**263**	13	7	**238**	**693**
Sound Rec/Child	0	0	**59**	10	0	**69**	0	0	**22**	**150**
Online Databases	0	0	**0**	0	0	**0**	0	0	**0**	**0**
Software	0	0	**1**	0	0	**9**	0	0	**0**	**10**
SRCS	0	0	**58**	0	0	**120**	0	0	**42**	**220**
Vertical Files	0	0	**0**	0	0	**1**	0	0	**1**	**2**
DVD/BluRay	74	13	**2,168**	116	5	**3,217**	51	3	**2,026**	**7,411**
Equipment	0	0	**23**	0	0	**76**	0	0	**37**	**136**
TOTAL	354	322	**7,245**	555	16	**7,473**	279	353	**5,183**	**19,901**

END OF MONTH:	**DEMOTTE**	**RENSSELAER**	**WHEATFIELD**
Total Materials Owned	84,257	76,682	61,060
Circulation Increase/Decrease	**-2.5%**	**-4.7%**	**-11.6%**

MONTHLY SYSTEM STATISTICS	2018	2019	% change
Current month's Circulation	21,139	19,901	-5.9%
Jan. to date circulation	21,139	19,901	-5.9%

R3

DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION		
Start of Month Volumes	**End of Month** Volumes	**Start of Month** Volumes	**End of Month** Volumes	**Start of Month** Volumes	**End of Month** Volumes	
						ADULT BOOKS
23,261	23,070	15,958	16,053	16,848	16,935	**Fiction**
19,478	19,555	19,204	19,327	8,841	8,551	**Nonfiction**
						CHILDREN'S BKS
16,819	16,864	14,154	14,288	13,037	13,082	**Fiction**
9,304	9,322	6,407	6,442	6,904	6,912	**Nonfiction**
						YA BOOKS
2,533	2,547	3,386	3,400	3,268	3,295	**Fiction**
591	593	390	391	263	258	**Nonfiction**
				2	2	**Magazines,Adult**
				0	0	**Magazines, Child**
0	0	0	0	0	0	**Games, Toys**
4,140	4,146	487	503	4,637	4,643	**Sound Rec/Adult**
763	763	4,487	4,497	904	904	**Sound Rec/Child**
20	20	646	646	16	16	**Online Databases**
65	65	17	17	-11	-11	**Software**
				0	0	**SRCS**
106	106			44	44	**Vertical Files**
7,027	7,088	10,865	10,976	6,324	6,372	**VHS/DVD/Blu-ray**
118	118	142	142	57	57	**Equipment**
84,225	84,257	76,143	76,682	61,134	61,060	**TOTAL**

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

R5

January 2019

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
		Hrs.		Hrs.		Hrs.		
INTRALIBRARY LOANS FILLED	230	50	293	63	256	55	779	169
LOCAL HISTORY								
In person	7	2	9	3	0	0	16	5
Letters written	2	2	20	20	0	0	22	22
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use-Wired	392	16	471	20	307	13	1170	49
Internet use-Wireless	1798		1953		651		4402	
VCR Use	0	0	0	0	0	0	0	0
Microforms	25	3	14	2	0	0	39	5
Public FAX24	38		15		39		92	
Other equipment used	7	2	3	1	0	0	10	3
OTHER LIBRARY SERVICES USED								
One-on-One Instruction	53		19		2		74	
Outreach activities	48	48	5	3	0	0	53	35
Notarized documents	21	5	15	4	2	1	38	10
Meeting Room Use (no. of grou	56	19	46	15	21	7	123	41
Study room use	64	5	48	4	26	2	138	12
Proctoring	0	0	0	0	0	0	0	0
Tax Forms distributed	0	0	17	0	0	0	17	0
Pull Requests	0	0	0	0	0	0	0	0
E-books downloaded							2579	
IN-HOUSE USE ITEMS	627		159		81		867	
SELF-CHECKOUT USE	138		478		161		777	
INTERLIBRARY LOANS								
Requests made for:							89	22
Items rec'd for:							74	37
Items requested by other librari							0	
Items supplied to other libraries							0	0

REGISTRATIONS

	DeMotte	Rensselaer	Wheatfield	TOTAL
Total Borrowers	7995	12310	5085	25390
Non-resident, paying	1	0	0	1
PLAC card users	0	1	0	1
Reciprocal borrowers	307	517	135	959
Number of New Patrons Added	37	24	22	

PROGRAMS

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
		Hrs.		Hrs.		Hrs.		
Programs for all ages	0	0	1	6	0	0	1	6

Children's Programs (0-13)	10	60	8	48	5	30	23	138
Number attending	135		81		64		280	
YA Programs (14-17)	0	0	0	0	0	0	0	0
Number attending	1		14		1		16	
Adult Programs	3	18	6	36	1	6	10	60
Number attending	57		55		20		132	
Senior Citizen Programs	6	36	1	6	2	12	9	54
Number attending	22		40		17		79	
Total Number of Programs	**19**	114	**16**	96	**8**	48	**43**	258
Total Persons Attending	**215**		**190**		**102**		**507**	
Total Attending Same Month Last Yr.	134		626		254		1014	
Total Staff Hours Spent		267		231		126	624	667
Total Number of In-House Progra	**11**		**16**		**7**		**34**	
Total Attendance	**83**		**190**		**84**		**357**	
Total Number of Outreach Progra	**8**		**0**		**1**		**9**	
Total Attendance	**132**		**0**		**18**		**150**	

CIRCULATION BY PATRON CODE

PATRONS	**DeMotte**		**Rensselaer**		**Wheatfield**		**ALL LIBRARIES**	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	4488	61.6%	4763	64.0%	3543	68.8%	12794	64.4%
Corporate	18	0.2%	0	0.0%	0	0.0%	18	0.1%
Juvenile 0-11	81	1.1%	108	1.5%	70	1.4%	259	1.3%
Juvenile-AV	727	10.0%	601	8.1%	672	13.0%	2000	10.1%
Nonresident No Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Nonresident Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
PLAC (state library card)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Adult	97	1.3%	352	4.7%	292	5.7%	741	3.7%
Reciprocal Juvenile	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Juvenile AV	31	0.4%	31	0.4%	0	0.0%	62	0.3%
Reciprocal YA	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal YA AV	0	0.0%	15	0.2%	0	0.0%	15	0.1%
School	0	0.0%	20	0.3%	0	0.0%	20	0.1%
School AV	0	0.0%	25	0.3%	0	0.0%	25	0.1%
St. Joseph College	0	0.0%	0	0.0%	0	0.0%	0	0.0%
SRCS	0	0.0%	64	0.9%	0	0.0%	64	0.3%
Staff	1620	22.3%	1102	14.8%	472	9.2%	3194	16.1%
Walking books	32	0.4%	155	2.1%	20	0.4%	207	1.0%
YA 12-17	13	0.2%	10	0.1%	0	0.0%	23	2.3%
YA-AV	173	2.4%	193	2.6%	82	1.6%	448	2.3%
Total	7280		7439		5151		19870	
All items borrowed by nonresidents	128	1.8%	443	6.0%	292	5.7%	863	4.3%

Salary Ordinance 2019
Updated 2/9/19

Name	Classification	Hrly Wage	Start Date	Hrs Worked	Library
Ashlea Mickle	Page	$7.45	1/14/19	10	R

We have hired Ashlea Mickle as Rensselaer Page, replacing Kari Lentino who was promoted to Rensselaer Clerk.

We have examined and approved the changes to the 2019 Jasper County Public Library Salary Ordinance. Dated 2/9/19.

Carelle L. Harper

Jody Melton

Janet Umlauf

Kristen Housman

R10

Jasper County Public Library

Interlibrary Loan Policy

If patrons wish to borrow materials that are not owned by and/or not available through Jasper County Public Library, materials may be requested through Indiana Statewide Remote Circulation System (SRCS). If items are not available through SRCS, then the library will order the item in consideration of the library's Selection Policy.

Because the library is limited in regard to how many free annual requests may be made through INShare and because the fees to borrow through INShare may not be charged to patrons, only highly specialized, obscure, foreign language, out of print materials, and book discussion materials will be requested through INShare. Only residents of Jasper County, excluding Carpenter Township and persons owning property in Jasper County, are eligible to borrow materials through INShare. Reciprocal borrowers and PLAC card holders may request INShare items at their home library.

The lending library determines the fees that patrons will pay for lost ILL items or ILL items returned damaged. Overdue fees will be charged as required by the Circulation Policy.

~~Temporary residents may not interlibrary loan materials.~~

Jasper County Public Library will not lend the following items through interlibrary loan: genealogy/local history materials, bar-coded ILL, eBooks, reference materials, new items, professional collection materials, vertical file items, textbooks, Playaways, Playaway Views, hotspots, Launch Pads, STEM kits and equipment.

Adopted June 2017; revised 2/19

Director's Report
January 2019

Consent Agenda

You will be approving the minutes of the January board meetings, bills, and financial reports.

Salary Ordinance Update: There were updates this month. Please see R7. **If you approve the Consent Agenda, you will approve the Salary Ordinance Update as presented.**

Policies for Review: In February five policies are up for review – Fax Policy, Board Commitment, Staff Commitment, Gift Policy, and Debit/Credit Card Processing Policy. We made some changes to the Fax Policy last July so we didn't review that one again. No revisions are recommended to the other four policies. We are not scheduled to review the Interlibrary Loan Policy; however, I do have some revisions to propose due to changes to our Circulation Policy in November and due to the approved addition of two material types in December. Please see R 10. Once these revisions are made and approved, the Interlibrary Loan Policy will be in step with other policies and decisions. **If you approve the Consent Agenda items, you will approve revisions to the Interlibrary Loan Policy as presented.**

2019 Staff Development Day: For the past several years the Library Board has approved our closing the libraries for staff training sessions, which we call staff development days. For the past several years we have offered a full day of training and staff really appreciates this all-day training as we are able to cover more training topics. Staff networking is also an important component of this day, as we are all together in one place. This positively impacts relationship building. We would like to offer another full day session in 2019. We have selected Friday, October 4 as the date for our 2019 training day. We would meet at the DeMotte Library from 8:00 to 4:30 for staff training and all libraries would be closed for the day. We will be discussing training topics and possible presenters at our February Management Meeting. At this time we simply wish to settle on a firm date so that all staff may plan around it. Content will be fleshed out after closure is approved. **If you approve the consent agenda, you will approve the library closing for a full-day staff training session on Friday, October 4, 2019.**

Nonresident Borrowing Fee: Our fee is presently $72.10. Our per capita operating expenditures for 2018 was $75.15. In order to comply with state requirements we must set the cost of our Nonresident Borrowing Fee to equal or exceed $75.15. Setting the fee at $75.15 would keep us in compliance. If you want to talk about setting a fee other than $75.15, you will need to ask that the issue be removed from the Consent Agenda. **If you approve the Consent Agenda items, you will approve setting the Nonresident Borrowing Fee at $75.15.**

General Business

Oath of Office – Janelle Harper: Janelle has been reappointed to our library board by the County Commissioners and will take her oath of office.

Oath of Office – Treasurer: Janelle Harper will take her oath as Treasurer.

Director's Report

I am happy to report that our buildings fared very well during the recent bitter cold snap. All libraries were closed January 30 & 31 but were checked 3 times per day to ensure heat was on and all faucets streaming a pencil lead size flow.

Since we rescheduled our February board meeting to Saturday, February 9, and I was striving to keep our agenda lean, Stace Pickering will not be making a presentation about building insurance. I was going to have him provide a quick overview for all of you regarding our current coverage and present any suggestions he might have to tweak our current coverage. This was for information purposes only and to give you the opportunity to hear directly from Stace. Instead Rayann and I will be meeting with Stace Monday, February 11 to review and discuss building insurance. Stace will seek bids for the library and present bids to the board for your consideration on April 8.

I have filled out and submitted our Indiana Public Library Annual Report 2018 to the State Library. You will receive a copy of this report at the February meeting. This is a very lengthy report that takes days to complete. It does provide a good overview of our financial situation last year as well as products and services. In addition Rayann is completing the complicated and time-consuming LAR report, a financial report that must be submitted by the fiscal officer to the State Board of Accounts by the end of February. A law that went into effect July 2, 2009 requires that *not later than 60 days after the expiration of each calendar year, a political subdivision (with a budget of at least $300,000) shall publish an annual report of the receipts and expenditures of the political subdivision during the preceding calendar year.* We plan to publish our annual report in the Rensselaer Republican on February 20, 2019 and in the KV Post on February 21, 2019. The State Board of Accounts defines our fiscal officer as the board treasurer, so our LAR will be submitted electronically by Janelle using her own username/password issued by the SBA. She also submitted our 100R as required in January.

I am participating in weekly ILF Legislative Update Calls which help me remain informed about prospective legislation and engaged in advocacy on issues affecting Indiana libraries. I plan to attend ILF Statehouse Day on March 12.

The City of Rensselaer and Main Street are working together on a video tour book, a first for Rensselaer. CGI Communication will create this video tour book which will highlight various entities of Rensselaer. Having a featured video is quite costly - $2,000-$4,000; however, they will happily include a link to our website and our logo at no cost. I did give permission for that to occur. The video tour book is a marketing tool for the city.

System Administrator News

In January Sheila continued to configure Exchange Email Archiving, did some e-rate work, continued to work on equipment recycling, fixed some system back-ups that had stopped working, and addressed various pc issues.

Technical Services News

Becky made adjustments to my statistical spreadsheets in accordance with recent holding code changes. She updated procedures and made some changes to the TLC calendar and the arrived holds notification.

DeMotte Library News

Shannon shared, "My preschool theme this month was Winter Animals so we read a story about how animals hibernate or sleep in the winter. Our activity was pretending to be Marco the polar bear and catching a fish out of the frozen river. This was a much bigger hit than anticipated. I had a picture of a fish cutout, so that I could "catch a fish." At one preschool a young boy asked, "How did you do that? It was like magic!" Seeing the preschoolers' excitement and having them ask to do it again and again was definitely a highlight of the programs this month".

Rensselaer Library News

Linda reports, "The Adult Winter Read, "Make tracks to the Library" (Kim created a great graphic of steps to our Building) has started and will go until March 4, with weekly & Grand prize drawings. Many of our regular programs were cancelled due to the extreme weather. One exception, thankfully, was our very successful Lincoln presenter, and the Lincoln casket replica on display at the library. This was a collaborative effort between Jackson Funeral home, DAR, and the library. Melissa Smith found our Lincoln impersonator, and did a wonderful job, with assistance from Sheila, in setting up the casket, video, and the actual program."

Wheatfield Library News

Evie reports, "Adult services was pretty 'normal' – we held our normal book discussion and movie programs, but health screenings and Carolynn's Books & Coffee were canceled. The Friends of the Library held their meeting at the beginning of the month, during which they also took down Christmas decorations and enjoyed a luncheon offered by staff in appreciation for all they do for the library. Youth services had to cancel a number of programs as well, including K-1 Book Talk and Teen Book Club. They rescheduled some visits to Wheatfield Elementary and a Hello Kitty Story Time. Rachael was able to participate in a workshop about the upcoming Summer Reading events. She and Nikki were also able to offer their After School Program, Lego, and Paw Patrol Story Time."

Please contact me if you are unable to attend the February Board meeting or if you have any questions about material in your packet.-Patty

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JCPL FINANCIAL STATEMENT
January 31, 2019

	Beginning 2019 Balance	Current Month Disbursements	Y-T-D Disbursements	Current Month Receipts	Y-T-D Receipts	Ending Balance
Operating Fund	$769,507.09	$177,747.87	$177,747.87	$57,031.31	$57,031.31	$648,790.53
Public Library Access Card Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Gift Fund	$19,919.87	$420.10	$420.10	$3,403.58	$3,403.58	$22,903.35
DeMotte	$5,295.26	$32.37	$32.37	$3,094.78	$3,094.78	$8,357.67
Rensselaer	$11,498.67	$0.00	$0.00	$8.80	$8.80	$11,507.47
Wheatfield	$3,125.94	$387.73	$387.73	$300.00	$300.00	$3,038.21
Library Improvement Reserve Fund	$231,768.60	$0.00	$0.00	$19.68	$19.68	$231,788.28
Bond & Interest Redemption Fund	$3,142.90	$0.00	$0.00	$0.00	$0.00	$3,142.90
Rainy Day Fund	$2,249,509.13	$0.00	$0.00	$4,159.04	$4,159.04	$2,253,668.17
Includes Investments of: $2,055,357.90						
State Technology Fund Grant Fund	$0.00	$1,782.00	$1,782.00	$20,244.00	$20,244.00	$18,462.00
Capital Projects Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Includes Investments of:						
Host/Hospitality Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Levy Excess Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Sales Tax	$220.62	$198.89	$198.89	$3.77	$3.77	$25.50
Construction Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Petty Cash Funds	$120.00	$0.00	$0.00	$0.00	$0.00	$120.00
Cash Change Fund	$150.00	$0.00	$0.00	$0.00	$0.00	$150.00
Insurance Refund Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Insurance Settlement Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Payroll Withholding Accts.						
FIT Tax Collected	$0.00	$7,110.44	$7,110.44	$7,110.44	$7,110.44	$0.00
FICA Tax Collected	$0.00	$8,036.55	$8,036.55	$8,036.55	$8,036.55	$0.00
State Tax Collected	$0.00	$3,594.89	$3,594.89	$3,594.89	$3,594.89	$0.00
County Tax Collected	$0.00	$2,816.99	$2,816.99	$2,816.99	$2,816.99	$0.00
Deferred Comp.	$0.00	$2,840.00	$2,840.00	$2,840.00	$2,840.00	$0.00
#125 Pre-tax Plan	$48.16	$3,605.06	$3,605.06	$3,607.32	$3,607.32	$50.42
Employee Life Insur.	$0.88	$254.95	$254.95	$254.06	$254.06	($0.01)
Employee INPRS	$0.00	$3,307.00	$3,307.00	$3,307.00	$3,307.00	$0.00
Garnishments	$23.47	$183.81	$183.81	$207.28	$207.28	$46.94
Credit Union	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
EIC	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
TOTAL ALL FUNDS....................	$3,274,410.72	$211,898.55	$211,898.55	$116,635.91	$116,635.91	$3,179,148.08

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Bank Balances

Jasper County Public Library

Report as of: **01/31/19**

	Bank	
1	Alliance Bank	$1,123,520.18
2	Cash On Hand	$270.00
3	IN-02-0225-0001 TrustINdiana	$2,055,357.90
	Total all banks =	**$3,179,148.08**

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

OPEN INVESTMENTS:

Renewal Date	CD/ACCT #	Issued By	Terms	Principal	%-Interest	Fund	Date Invested	Interest Earned	Comments
	IN-02-0225-0001	TrustINdiana	N/A	$2,000,000.00		Rainy Day	05/15/17	$4,142.20	Jan-19

CLOSED INVESTMENTS:

TOTAL INTEREST EARNED:	**$4,142.20**

F2.1

Appropriation Report for 100 OPERATING FUND

Jasper County Public Library

Report Date: From 01/01/19 *To* 01/31/19

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent*
1. Personal Services							
1.11 SALARY OF LIBRARIAN	$77,251.00	$0.00	$77,251.00	$6,344.00	$6,344.00	$70,907.00	91.8
1.12 SALARY OF ASSISTANTS	$1,153,291.00	$0.00	$1,153,291.00	$94,464.02	$94,464.02	$1,058,826.98	91.8
1.13 WAGES OF JANITORS	$95,314.00	$0.00	$95,314.00	$7,228.35	$7,228.35	$88,085.65	92.4
1.21 EMPLOYER'S SHARE-FICA	$101,428.00	$0.00	$101,428.00	$8,036.55	$8,036.55	$93,391.45	92.1
1.22 UNEMPLOYMENT COMPENSATION	$2,482.00	$0.00	$2,482.00	$223.48	$223.48	$2,258.52	91.0
1.23 EMPLOYER'S CONTRIB.- PERF	$117,580.00	$0.00	$117,580.00	$9,749.30	$9,749.30	$107,830.70	91.7
1.24 EMPLOYER'S CONTRIB.- INS.	$169,655.00	$0.00	$169,655.00	$11,834.96	$11,834.96	$157,820.04	93.0
Subtotal	*$1,717,001.00*		$1,717,001.00	$137,880.66	$137,880.66	$1,579,120.34	92.0
2. Supplies							
2.11 OFFICIAL RECORDS	$500.00	$0.00	$500.00	$0.00	$0.00	$500.00	100.0
2.12 STATIONERY AND PRINTING	$1,000.00	$0.00	$1,000.00	$0.00	$0.00	$1,000.00	100.0
2.13 OTHER OFFICE SUPPLIES	$8,000.00	$0.00	$8,000.00	$0.00	$0.00	$8,000.00	100.0
2.21 CLEANING & SANITATION SUPPLIES	$6,500.00	$0.00	$6,500.00	$194.03	$194.03	$6,305.97	97.0
2.23 OTHER OPERATING SUPPLIES	$6,000.00	$0.00	$6,000.00	$3.99	$3.99	$5,996.01	99.9
2.31 BUILDING MATERIALS & SUPPLIES	$2,000.00	$0.00	$2,000.00	$0.00	$0.00	$2,000.00	100.0
2.32 PAINT AND PAINTING SUPPLIES	$400.00	$0.00	$400.00	$0.00	$0.00	$400.00	100.0
2.33 REPAIR PARTS	$1,000.00	$0.00	$1,000.00	$0.00	$0.00	$1,000.00	100.0
2.41 LIBRARY SUPPLIES	$17,400.00	$0.00	$17,400.00	$0.00	$0.00	$17,400.00	100.0
2.42 MARKETING SUPPLIES	$100.00	$0.00	$100.00	$0.00	$0.00	$100.00	100.0
Subtotal	*$42,900.00*		$42,900.00	$198.02	$198.02	$42,701.98	99.5

3. Other Services and Charge

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F3b

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
3.13 LEGAL SERVICES	$7,000.00	$0.00	$7,000.00	$0.00	$0.00	$7,000.00	100.0
3.14 OTHER PROFESSIONAL SERVICES	$16,500.00	$0.00	$16,500.00	$107.27	$107.27	$16,392.73	99.3
3.145 DATABASES & LICENSING SERVICES	$25,034.00	$0.00	$25,034.00	$0.00	$0.00	$25,034.00	100.0
3.146 E-BOOKS SERVICES	$31,500.00	$0.00	$31,500.00	$0.00	$0.00	$31,500.00	100.0
3.147 APPS	$100.00	$0.00	$100.00	$0.00	$0.00	$100.00	100.0
3.21 TELEPHONE	$12,000.00	$0.00	$12,000.00	$1,129.76	$1,129.76	$10,870.24	90.6
3.22 POSTAGE	$2,500.00	$0.00	$2,500.00	$0.00	$0.00	$2,500.00	100.0
3.23 MILEAGE	$20,000.00	$0.00	$20,000.00	$629.92	$629.92	$19,370.08	96.9
3.24 PROFESSIONAL MEETINGS	$12,000.00	$0.00	$12,000.00	$858.50	$858.50	$11,141.50	92.8
3.25 FREIGHT	$1,800.00	$0.00	$1,800.00	$18.81	$18.81	$1,781.19	99.0
3.26 NETWORKING	$86,400.00	$0.00	$86,400.00	$0.00	$0.00	$86,400.00	100.0
3.31 ADVERTISING & PUBLIC NOTICES	$800.00	$0.00	$800.00	$10.00	$10.00	$790.00	98.8
3.33 MARKETING ADVERTISING	$2,500.00	$0.00	$2,500.00	$0.00	$0.00	$2,500.00	100.0
3.41 OFFICIAL BONDS	$500.00	$0.00	$500.00	$300.00	$300.00	$200.00	40.0
3.42 OTHER INSURANCE	$30,000.00	$0.00	$30,000.00	$3,645.00	$3,645.00	$26,355.00	87.9
3.51 GAS	$25,000.00	$0.00	$25,000.00	$2,406.66	$2,406.66	$22,593.34	90.4
3.52 ELECTRICITY	$110,000.00	$0.00	$110,000.00	$6,476.67	$6,476.67	$103,523.33	94.1
3.53 WATER	$4,000.00	$0.00	$4,000.00	$277.75	$277.75	$3,722.25	93.1
3.54 WASTE DISPOSAL SERVICES	$8,000.00	$0.00	$8,000.00	$657.24	$657.24	$7,342.76	91.8
3.61 BUILDING & STRUCTURES	$118,270.00	$0.00	$118,270.00	$335.00	$335.00	$117,935.00	99.7
3.62 EQUIPMENT REPAIRS	$2,000.00	$0.00	$2,000.00	$0.00	$0.00	$2,000.00	100.0
3.72 EQUIPMENT RENTALS	$300.00	$0.00	$300.00	$67.45	$67.45	$232.55	77.5
3.91 DUES	$2,000.00	$0.00	$2,000.00	$1,567.18	$1,567.18	$432.82	21.6
3.93 TAXES & ASSESSMENTS	$300.00	$0.00	$300.00	$0.00	$0.00	$300.00	100.0
3.94 TRANSFER TO LIRF	$50,000.00	$0.00	$50,000.00	$0.00	$0.00	$50,000.00	100.0
3.95 BOOK REIMBURSEMENT	$200.00	$0.00	$200.00	$0.00	$0.00	$200.00	100.0

Account #	Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
3.96	PETTY CASH	$120.00	$0.00	$120.00	$0.00	$0.00	$120.00	100.0
3.98	MAINTENANCE/SERVICE CONTRACTS	$112,754.00	$0.00	$112,754.00	$17,081.85	$17,081.85	$95,672.15	84.9
	Subtotal	*$681,578.00*		$681,578.00	$35,569.06	$35,569.06	$646,008.94	94.8
4. Capital Outlays								
4.4	FURNITURE & EQUIPMENT	$82,681.00	$0.00	$82,681.00	$95.00	$95.00	$82,586.00	99.9
4.51	BOOKS	$150,000.00	$0.00	$150,000.00	$2,184.65	$2,184.65	$147,815.35	98.5
4.52	PERIODICALS & NEWSPAPERS	$22,000.00	$0.00	$22,000.00	$1,614.24	$1,614.24	$20,385.76	92.7
4.53	NONPRINTED MATERIALS	$60,000.00	$0.00	$60,000.00	$206.24	$206.24	$59,793.76	99.7
	Subtotal	*$314,681.00*		$314,681.00	$4,100.13	$4,100.13	$310,580.87	98.7
	Grand Total	$2,756,160.00	$0.00	$2,756,160.00	$177,747.87	$177,747.87	$2,578,412.13	93.6

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

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Appropriation Report for 155STATE TECHN.FUND GRANT

Jasper County Public Library

Report Date: From **01/01/19** *To* **01/31/19**

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent*
3. Other Services and Charge							
3.26 NETWORKING	$0.00	$0.00	$0.00	$1,782.00	$1,782.00	($1,782.00)	#Div/0!
Subtotal	*$0.00*		$0.00	$1,782.00	$1,782.00	($1,782.00)	#Div/0!
Grand Total	$0.00	$0.00	$0.00	$1,782.00	$1,782.00	($1,782.00)	#Div/0!

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

Appropriation Report for 165SALES TAX

Jasper County Public Library

Report Date: From **01/01/19** *To* **01/31/19**

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent*
3. Other Services and Charge							
3.93 TAXES & ASSESSMENTS	$0.00	$0.00	$0.00	$198.89	$198.89	($198.89)	#Div/0!
Subtotal	*$0.00*		$0.00	$198.89	$198.89	($198.89)	#Div/0!
Grand Total	$0.00	$0.00	$0.00	$198.89	$198.89	($198.89)	#Div/0!

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

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F4a

Voucher List

Jasper County Public Library

Report Date: From **01/01/19** *To* **01/31/19**

Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	*Total*
0	1	PAYROLL	01/10/19	PAYROLL	$53,460.54
0	2	INPRS fbo PERF	01/10/19	INPRS Contributions 1/10/19 Payroll	$6,451.92
0	3	IRS USA TAXPAYMENT	01/10/19	Federal Withholding, Medicare, & FICA withheld 01/10/19 Payroll & Ins. (Acknowledgement 00065115)	$11,463.07
36664	4	ACE HARDWARE	01/14/19	Maintenance & janitorial supplies	$20.16
36665	5	ANTHEM BLUE CROSS BLUE	01/14/19	Health Insurance premiums- January 2019	$13,962.91
36666	6	ANTHEM LIFE	01/14/19	Life Insurance premiums- January 2019	$103.14
36667	7	AVC TECHNOLOGY CORPORA	01/14/19	2019 Annual Financial Computer Support	$1,632.00
36668	8	BAKER & TAYLOR	01/14/19	Books, Continuations, AV, Auto. Yours	$1,899.02
36669	9	BAKER & TAYLOR ENTERTAIN	01/14/19	AV	$35.68
36670	10	BUSINESS CARD	01/14/19	Facebook advertising, Flickr renewal	$59.99
36671	11	CENTURYLINK	01/14/19	Rens: Fax line service- January 2019	$56.26
36672	12	CENTURYLINK	01/14/19	DeM: Long distance service- December 2018	$15.49
36673	13	CONSOLIDATED INSURANCE	01/14/19	Directors & Officers Liability Annual Premium- 2019	$3,645.00
36674	14	CULLIGAN WATER CONDITIO	01/14/19	Wh: Water Cooler Rental-January 2019, 5-gallon drinking water- 6	$57.95
36675	15	DELTA DENTAL	01/14/19	Dental Insurance premiums- January 2019	$603.82
36676	16	DEMCO	01/14/19	Extra shipping charge for lift gate delivery	$95.00
36677	17	DEMOTTE CHAMBER OF COM	01/14/19	2019 Membership Dues	$60.00
36678	18	ENA SERVICES LLC	01/14/19	Internet service for December 2018	$1,782.00
36679	19	FIRST MERCHANTS BANK	01/14/19	Lockbox Rental, 2019	$55.00
36680	20	HP PRODUCTS CORPORATIO	01/14/19	Janitorial supplies	$76.86
0	21	INDIANA DEPT OF REVENUE	01/14/19	Sales Tax collected in 2018 less discount. (paid via Intax pymt# 19Z0024417390)	$198.89
36681	22	INDIANA DEPT. OF WORKFOR	01/14/19	4th Quarter 2018 Unemployment Compensation Pymt	$223.48
36682	23	INDIANA LIBRARY FEDERATIO	01/14/19	2019 Library Membership	$1,350.18
36683	24	INDIANA WASTE SERVICE	01/14/19	DeM: Trash Pick-up, January 2019	$94.75
36684	25	KONE, INC.	01/14/19	DeM: Elevator maintenance agreement 1/1-3/31/19	$456.03
36685	26	MICHAEL R. ANDERSON	01/14/19	Rens: Snow removal 11/13-12/1/18	$235.00
36686	27	MIDDLEBURY COMMUNITY PU	01/14/19	NICCL Dues for 2019	$50.00
36687	28	M W INSURANCE AGENCY	01/14/19	Bonds for Treasurer and Asst. Treasurer	$300.00
36688	29	NIPSCO	01/14/19	DeM & Wh: Gas & electric service 11/30/18-1/2/19	$5,420.85
36689	30	NITCO	01/14/19	DeM: Local Phone & Fax Service January 2019	$178.16
36690	31	OFFICE DEPOT	01/14/19	Janitorial supplies	$101.00
36691	32	RENSSELAER CHAMBER OF C	01/14/19	2019 Membership Dues; Luncheon Meetings - August & October 2018	$95.00
36692	33	RENSSELAER ROTARY CLUB	01/14/19	November & December 2018 dues & meals	$105.50
36693	34	SHOPKO STORES OPERATIN	01/14/19	Library supplies	$32.37
36694	35	SWANK MOVIE LICENSING US	01/14/19	Wh: Public Performance Site License 2/1/19-1/31/20	$495.00
36695	36	TECH LOGIC	01/14/19	CircIT Software Renewal- 1yr (March1, 2019-February 28, 2020)	$1,284.00
36696	37	THE LIBRARY CORPORATION	01/14/19	Enhanced Content Renewal: Mar 2019-Feb 2020; SIP Communications Protocol: Mar 2019-Feb 2020	$6,328.00
36697	38	TREASURER OF JASPER COU	01/14/19	Remittance of delinquent property taxes withheld from employee	$23.47
36698	39	UNIQUE MANAGEMENT SERVI	01/14/19	Collections: Initial/Secondary Placements- December 2018	$53.70
36699	40	VISION SERVICE PLAN	01/14/19	Vision Insurance Premiums- January 2019	$226.67
0	41	CHRISTINA SANDERS	01/10/19	Courier Mileage 12/16/18-12/31/18 (Conf. #749)	$270.32
0	42	GREAT-WEST RETIREMENT S	01/10/19	Annuity Withheld 1/10/18 payroll (Conf. #752)	$1,420.00

F4b

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	43	INDIANA CHILD SUPPORT BU	01/10/19	Child Support Garnishment: Andrea Prescaro 1/10/2019 Payroll (Payment #1890320190109120536)	$80.17
0	44	REPUBLIC SERVICES #715	01/10/19	Wh: Trash Service- January 2019 (Conf #748)	$147.64
0	45	TOWN OF DEMOTTE	01/10/19	DeM: Sewer & Water- December 2018 (conf# 750)	$168.10
0	46	TOWN OF WHEATFIELD	01/10/19	Wh: Sewer Service- January 2019 (Conf# 751)	$77.35
36700	47	CHICAGO TRIBUNE	01/14/19	DeM: Newspaper subscription Acct# 20468938	$337.86
36701	48	INDIANA DEPT. OF ENVIRONM	01/14/19	Wh: Annual public water system fee	$100.00
36702	49	INDIANA LIBRARY FEDERATIO	01/14/19	2018 Youth Services Conference registrations- J. Wilma, K. Hausenfleck, S. Heldak	$765.00
36703	50	INDIANA NEWSPAPERS INC.	01/14/19	Rens: Journal & Courier newspaper subscription Acct# 010542359	$294.00
36704	51	NIMBO IP LLC	01/14/19	Monthly Managed Service Fee	$815.00
36705	52	POST TRIBUNE	01/14/19	Rens: Newspaper subscription Acct# 74364548	$78.00
36706	53	RENSSELAER REPUBLICAN	01/14/19	Rens: Newspaper subscription Acct# 0043509	$139.99
36707	54	ROEING CORPORATION	01/14/19	Tech Maintenance Support - 1st Installment 2019	$7,221.87
36708	55	THOMSON REUTERS - WEST	01/14/19	Continuations	$475.00
36709	56	THE TIMES	01/14/19	Rens: Newspaper subscription Acct# 170-00054391	$424.25
36710	57	USA TODAY	01/14/19	DeM: Newspaper subscription Acct# 4179744	$340.14
0	58	PAYROLL	01/25/19	PAYROLL	$54,575.83
0	59	AFLAC	01/25/19	Supplemental Insurance January 2019 (Conf #754)	$798.43
0	60	ALLIANCE BANK	01/25/19	Direct Deposit Fees - December 2018	$37.00
0	61	CENTURYLINK	01/25/19	Wh: Fax line January 2019 (Conf #753)	$64.85
0	62	CHRISTINA SANDERS	01/25/19	Courier Mileage 1/1/19-1/15/19 (Conf. #755)	$359.60
0	63	CITY OF RENSSELAER	01/25/19	RENS: Utilities 12/7/2018 - 1/08/19 (Conf. #756)	$3,864.13
0	64	GREAT-WEST RETIREMENT S	01/25/19	Annuity Withheld 1/25/18 payroll (Conf. #757)	$1,420.00
0	65	INDIANA CHILD SUPPORT BU	01/25/19	Child Support Garnishment: Andrea Prescaro 1/25/2019 Payroll (Payment #1890320190123165346)	$80.17
0	66	INDIANA DEPARTMENT OF RE	01/25/19	State & County Taxes withheld January 2019 Payrolls (Ref. #40395)	$6,411.88
0	67	INPRS fbo PERF	01/25/19	INPRS Contributions 1/10/19 Payroll	$6,604.38
0	68	IRS USA TAXPAYMENT	01/25/19	Federal Withholding, Medicare, & FICA withheld 01/25/19 Payroll & Ins. (Acknowledgement 90534333)	$11,720.47
0	69	SQUARE, INC	01/31/19	Merchant Processing Fees- January 2019	$19.26

F4c

Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	**Total**
				Total Amount of Claims	**$211,898.55**

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Wednesday, February 06, 2019

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 **pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of** **$211,898.55**

Date this 9th **day of** February **,20**19**.**

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

F5a

JASPER COUNTY PUBLIC LIBRARY
Receipt Breakdown
January 31, 2019

	THIS MONTH	YEAR-TO-DATE	TOTAL RECEIPTS THIS MONTH	TOTAL RECEIPTS YEAR-TO-DATE
FINES & FEES:			$2,141.64	$2,141.64
DeMotte	$728.18	$728.18		
Rensselaer	$938.10	$938.10		
Wheatfield	$475.36	$475.36		
PHOTOCOPIES:			$602.60	$602.60
DeMotte	$182.15	$182.15		
Rensselaer	$290.15	$290.15		
Wheatfield	$130.30	$130.30		
INTEREST (Checking, Repurchase, CDs):……………………………………………			$64.25	$64.25
TAXES:			$54,132.66	$54,132.66
Property Tax	$0.00	$0.00		
LOIT	$0.00	$0.00		
License Excise Tax	$0.00	$0.00		
Financial Institution Tax	$0.00	$0.00		
CVET(Commercial Vehicle Excise)	$0.00	$0.00		
Local Option/Certified Shares	$0.00	$0.00		
Local Option/Property Tax Repl.	$0.00	$0.00		
LIT Certified Shares	$54,132.66	$54,132.66		
TAXABLE SALES:-………………………………………………………………			$3.81	$3.81
REFUNDS:			$86.35	$86.35
Rebates/Refund	$0.00	$0.00		
Insurance Claims/Reimbursements	$0.00	$0.00		
Meeting Room Rental	$50.00	$50.00		
Reimbursement	$0.00	$0.00		
Fixed Asset Sales	$0.00	$0.00		
Miscellaneous Receipts	$36.35	$36.35		
Interfund Transfer	$0.00	$0.00		
TOTAL OPERATING FUND RECEIPTS……………………………………………			**$57,031.31**	**$57,031.31**
PLAC FUND:……………………………………………………………………			$0.00	$0.00
GIFT FUNDS:			$3,403.58	$3,403.58
DeMotte	$3,094.78	$3,094.78		
Rensselaer	$8.80	$8.80		
Wheatfield	$300.00	$300.00		
LIB. IMPROV. RESERVE FUND: …………………………………			$19.68	$19.68
Interest Earned	$19.68	$19.68		
Transfer from OPERATING	$0.00	$0.00		
BOND & INTEREST REDEMPTION FUND:			$0.00	$0.00
Property Tax	$0.00	$0.00		
License Excise Tax	$0.00	$0.00		
Financial Institution Tax	$0.00	$0.00		
CVET(Commercial Vehicle Excise)	$0.00	$0.00		
Interfund Transfer	$0.00	$0.00		
RAINY DAY FUND:			$4,159.04	$4,159.04
Special CAGIT Distribution	$0.00	$0.00		
Special LOIT Distribution	$0.00	$0.00		
Interest Earned	$4,159.04	$4,159.04		
Interfund Transfer	$0.00	$0.00		
STATE TECHNOLOGY FUND GRANT FUND:-…………………………………………………			$20,244.00	$20,244.00
HOST/HOSPITALITY FUND:--			$0.00	$0.00
LEVY EXCESS FUND:--			$0.00	$0.00
SALES TAX:--			$3.77	$3.77
CASH CHANGE FUND			$0.00	$0.00
INSURANCE REFUND FUND:			$0.00	$0.00
Interfund Transfer	$0.00	$0.00		
INSURANCE SETTLEMENT FUND			$0.00	$0.00
SUB-TOTAL (page 1)………………………………………………………………			**$84,861.38**	**$84,861.38**

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WITHHOLDING ACCOUNT FUNDS:			$31,774.53	$31,774.53
FIT Tax Collected	$7,110.44	$7,110.44		
FICA Collected	$8,036.55	$8,036.55		
State Tax Collected	$3,594.89	$3,594.89		
County Tax Collected	$2,816.99	$2,816.99		
Deferred Comp Plan	$2,840.00	$2,840.00		
Pre-tax Insurance Plans	$3,607.32	$3,607.32		
Life Insurance	$254.06	$254.06		
INPRS	$3,307.00	$3,307.00		
Garnishments	$207.28	$207.28		
Credit Union	$0.00	$0.00		
TOTAL RECEIPTS - ALL FUNDS..			**$116,635.91**	**$116,635.91**

F6a

Voucher List

Jasper County Public Library

Report Date: From **02/01/19** *To* **02/09/19**

Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	**Total**
0	70	PAYROLL	02/08/19	PAYROLL	$55,855.78
0	71	CHRISTINA SANDERS	02/08/19	Courier Mileage 1/16/19-1/31/19 (Conf. #759)	$359.60
0	72	GREAT-WEST RETIREMENT S	02/08/19	Annuity Withheld 2/8/19 payroll (Conf. #761)	$1,420.00
0	73	INDIANA CHILD SUPPORT BU	02/08/19	Child Support Garnishment: Andrea Prescaro 2/8/2019 Payroll (Payment #1890320190206160718)	$80.17
0	74	INPRS fbo PERF	02/08/19	INPRS Contributions 2/8/19 Payroll	$6,912.43
0	75	IRS USA TAXPAYMENT	02/08/19	Federal Withholding, Medicare, & FICA withheld 2/8/19 Payroll & Ins. (Acknowledgement 33008712)	$12,164.50
0	76	REPUBLIC SERVICES #715	02/08/19	Wh: Trash Service- February 2019 (Conf #758)	$147.64
0	77	TOWN OF DEMOTTE	02/08/19	DeM: Sewer & Water- January 2019 (conf# 760)	$168.90
36711	78	AARON'S LAWN CARE	02/09/19	DeM & Wh: Snow removal 1/12-1/23/19	$2,600.00
36712	79	ACE HARDWARE	02/09/19	Maintenance & library supplies	$87.09
0	80	ALLIANCE BANK	02/09/19	Direct Deposit Fees - January 2019	$37.00
36713	81	ANTHEM BLUE CROSS BLUE	02/09/19	Health Insurance premiums- February 2019	$13,962.91
36714	82	ANTHEM LIFE	02/09/19	Life Insurance premiums- February 2019	$100.98
36715	83	BAKER & TAYLOR	02/09/19	Books, Continuations, AV, Auto. Yours	$7,711.11
36716	84	BAKER & TAYLOR ENTERTAIN	02/09/19	AV	$3,260.26
36717	85	BLUETARP FINANCIAL, INC	02/09/19	Replacement cord end	$3.69
36718	86	BUSINESS CARD	02/09/19	Maintenance, janitorial, & library supplies, Winter Read prizes, postage, workshop expenses, Facebook advertising	$606.99
36719	87	CARDINAL OFFICE PRODUCT	02/09/19	DeMotte Staff Copier Maintenance 10/10/18 - 1/10/19	$1,146.05
36720	88	CARRIAGE PAPER PRODUCT	02/09/19	Receipt paper rolls	$302.10
36721	89	CENTURYLINK	02/09/19	DeM: Long distance service- January 2019	$22.14
36722	90	COMMONWEALTH TECHNOLO	02/09/19	Wh & Rens: staff copier quarterly service agreements	$689.23
36723	91	CULLIGAN WATER CONDITIO	02/09/19	Wh: Water Cooler Rental-February 2019, 5-gallon drinking water- 6	$59.45
36724	92	DANIEL VAN BLAIRCOM	02/09/19	Mileage 9/6-12/26/18	$14.22
36725	93	DELTA DENTAL	02/09/19	Dental Insurance premiums- February 2019	$540.26
36726	94	DEMCO	02/09/19	Library supplies	$505.52
36727	95	ENA SERVICES LLC	02/09/19	Internet service for January 2019	$1,782.00
36728	96	HP PRODUCTS CORPORATIO	02/09/19	Janitorial supplies	$275.86
36729	97	INDIANA LIBRARY FEDERATIO	02/09/19	2019 Statehouse Day registration- P. Stringfellow	$10.00
36730	98	INDIANA WASTE SERVICE	02/09/19	DeM: Trash Pick-up, February 2019	$94.75
36731	99	JAMES KEOWN	02/09/19	Garnishment mistakenly withheld from 1/10/19 & 1/25/19 paychecks	$46.94
36732	100	JASPER NEWTON FOUNDATI	02/09/19	Foundation Celebration Banquet 2019 - one attendee: E. Parrish	$25.00
36733	101	JODY MALONE	02/09/19	Patron refund for item previously paid for	$8.99
36734	102	JUNIOR LIBRARY GUILD	02/09/19	Continuations	$391.20
36735	103	KARLA HAUSENFLECK	02/09/19	Winnie the Pooh program supplies	$52.08
36736	104	KROGER GARDIS & REGAS, L	02/09/19	Legal Assistance: FMLA	$180.00
36737	105	KROOSWYK PLUMBING, HEAT	02/09/19	DeM: Water heater replacement	$764.65
36738	106	MIDWEST TAPE	02/09/19	AV	$289.24
36739	107	NANCY PHILLIPS	02/09/19	Mileage 1/18/19	$24.36
36740	108	NIPSCO	02/09/19	DeM & Wh: Gas & electric service 1/2-2/1/19	$5,696.84
36741	109	NITCO	02/09/19	DeM: Local Phone & Fax Service February 2019	$178.16
36742	110	OFFICE DEPOT	02/09/19	Janitorial, office, & library supplies	$476.89
36743	111	OVERDRIVE, INC.	02/09/19	Database Maintenance Fee & Future Consortium Content Purchases (February 2019-January 2020); Deposit on account for future content purchases	$7,625.00

F6b

Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	*Total*
36744	112	PATTY STRINGFELLOW	02/09/19	Mileage 1/11/19	$61.48
36745	113	POSTMASTER	02/09/19	Stamps	$416.00
36746	114	QUILL CORPORATION	02/09/19	Janitorial, office, & library supplies	$472.57
36747	115	RACHEL KUHN	02/09/19	Book Discussion expenses	$31.35
36748	116	RENSSELAER LAUNDRY ROO	02/09/19	Laundry	$30.00
36749	117	ROEING CORPORATION	02/09/19	APC replacement battery cartridge #7	$170.00
36750	118	S & S WORLDWIDE, INC	02/09/19	Lego community minifigure set	$61.99
36751	119	SCHOLASTIC LIBRARY PUBLI	02/09/19	Continuations	$156.00
36752	120	SHOPKO STORES OPERATIN	02/09/19	Library supplies	$83.32
36753	121	SUNRISE PACKAGING INC.	02/09/19	TV series cases	$857.64
36754	122	TRUGREEN PROCESSING CE	02/09/19	Ice melt	$360.00
36755	123	ULINE	02/09/19	DVD cases	$274.02
36756	124	VISION SERVICE PLAN	02/09/19	Vision Insurance Premiums- February 2019	$226.67
36757	125	WAL-MART COMMUNITY/SYN	02/09/19	AV, Janitorial & library supplies	$466.55
36758	126	ZIESE PLUMBING, HEATING, &	02/09/19	Rens: Drain water from outside spigots	$125.00
36759	127	POST TRIBUNE	02/09/19	Wh: Newspaper subscription Acct# 34235730	$358.80
36760	128	RENSSELAER REPUBLICAN	02/09/19	Wh: Newspaper subscription Acct# 0038731	$139.99
				Total Amount of Claims	**$130,971.36**

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Friday, February 08, 2019

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 2 **pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of** **$130,971.36**

Date this 9th **day of** February **,20**19.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

M
A
R.

Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, March 11, 2019, 6pm
Rensselaer Public Library

Opening of Meeting

Moment of Silence

Approval of Consent Agenda & Consent Agenda Items

Action

- Minutes of February Board Meeting
- Bills/Financial Reports
- Salary Ordinance Update (R 7)
- Policies for Review (R 15)
- Workshop Requests (R 15)

General Business

Annual Report of Impacts – Webmaster (R 15)	Information
Positive Pay (R 15)	Action
Waive Galaxy Fines (R 16)	Action
DeMotte Library Next Steps (R 16)	Discussion
Harwood Innovators Lab Report (R 16)	Information

Director's Report (R 15-R 19)

Information

Items for Future Agendas

Public Forum

Adjournment

To inform, enrich, and empower our diverse community.

MINUTES
Jasper County Public Library Board of Trustees
9:00 AM

February 9, 2019
Rensselaer Library

Present: Janet Umlauf, Jody Melton, Janelle Harper, Kristie Housman, Patricia Stringfellow, Rayann Gilmore
Absent: Natalie Waling, Kevin Kaluf, Mark Heinig

Agenda & Consent Agenda Approval: The Agenda and Consent Agenda items that included the January Board Meeting Minutes, bills/financial reports, Salary Ordinance Update, Board Commitment Policy review, Staff Commitment Policy review, Gift Policy review, Debit/Credit Card Processing Policy review, Interlibrary Loan Policy revisions, library closure for 2019 Staff Development Day on October 4, and setting the Nonresident Borrowing Fee at $75.15 were approved as presented on a motion by K. Housman and seconded by J. Melton. Motion passed.

Oath of Office – Janelle Harper: J. Harper took her oath of office. She has been reappointed to our Board by the County Commissioners.

Oath of Office – Treasurer: J. Harper, Treasurer, took the Oath of Office and signed the bond document.

Director's Report: Our buildings fared very well during the recent bitter cold snap. All libraries were closed January 30 & 31 but were checked 3 times per day to ensure heat was on and all faucets were dripping. P. Stringfellow and R. Gilmore will meet with the library's insurance agent, Stace Pickering, Monday, February 11 to review and discuss building insurance. Stace will seek bids for the library and present the bids to the board on April 8. P. Stringfellow is participating in weekly ILF Legislative Update Calls to remain informed about prospective legislation and advocacy on issues affecting Indiana libraries. Currently House Bill 1343 is in committee. This bill authored by Rep. Leonard and Rep. Sullivan calls for binding review and approval of public library budgets as well as binding review and approval of additional appropriations by public libraries. ILF and our legislative advocate are watching this bill closely. P. Stringfellow spoke with Matt Keiser of Abonmarche about our interest in meeting with him to discuss next steps for the DeMotte Library. Unfortunately, Abonmarche serves as the Town of DeMotte's engineers and the town takes exception with Abonmarche working with entities within town limits on design plans. Matt recommended Starr Surveying in Lafayette as a possibility. After looking at Starr Surveying's website, it appears that they could handle parking lot plans but if the Board wishes to do other work then they may not be able to guide us through the whole project. Depending upon the size and scope of the project, we may be able to fund it with monies we have in our Rainy Day Fund or we may need to bond. As we plan we must remain mindful of the potential for lost revenue from NIPSCO closures and the Town of DeMotte's plans to bond for their new community center. P. Stringfellow and R. Gilmore will attend a February 25th meeting in DeMotte to hopefully learn more about the tax implications of the NIPSCO closures.

Adjournment: With no further matters for discussion J. Umlauf adjourned the meeting at 9:49AM.

Jody Melton
Jody Melton, Secretary

Janet Umlauf
Attest: J. Umlauf, President

CIRCULATION BY HOLDINGS CODE
February 2019

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	0	0	0	0
Award Winner JE (DAJE)	0	0	0	0
Award Winner JFIC (DAJFIC)	32	0	2	34
Award Winner JNF (DAJNF)	0	0	0	0
Award Winner JPFIC (DAJBPF)	0	0	0	0
Award Winning fiction (DAWFIC)	0	0	0	0
Award Winning non-fiction (DAWN	0	0	0	0
Award Winner YAFIC (DAYAF)	0	0	0	0
Award Winner YAPFIC (DAYPBF)	0	0	0	0
Biography (DBIO)	30	3	1	34
Blu-Ray (DBR)	197	3	10	210
Books on CD (DBKCD)	105	2	4	111
Books on Tape (DBKT)	0	0	0	0
Compact Disc (DCD)	59	3	0	62
Digital Audiobooks (DDA)	17	0	0	17
DVD (DDVD)	1581	60	39	1680
Equipment (DEQP)	12	0	0	12
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	0	0	0	0
Fiction (DFIC)	567	15	14	596
Fiction Fantasy (DFICF)	6	1	0	7
Fiction Inspirational (DFICI)	4	0	0	4
Fiction Mystery (DFICM)	98	0	4	102
Fiction New (DFICNEW)	405	13	34	452
Fiction Science Fiction (DFICSF)	9	0	2	11
Fiction Western (DFICW)	9	0	0	9
Genealogy (DGENE)	0	0	0	0
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	96	1	0	97
Hanging Bags (DHANG)	1	0	0	1
Hotspots (DWIFI)	6	27	6	39
ILL (DILL)	6	0	1	7
Internet (DINTER)	495	0	0	495
Juv. Audio book (DJAUDB)	14	0	0	14
Juv. Biography (DJBIO)	31	0	1	32
Juv. Book on CD (DJBKCD	0	0	0	0
Juv. Book on Tape (DJBKT)	0	0	0	0
Juv. Compact Disc (DJCD)	10	0	0	10
Juv. Digital Device (DJDDP)	9	0	0	9
Juvenile Easy (DJE)	665	11	8	684
Juv. Easy Non-fiction (DJENF)	35	3	2	40
Juv. Easy Reader (DJER)	333	0	2	335
Juv. Easy Reader NF (DJERN)	0	0	0	0
Juv. Fiction (DJFIC)	472	10	9	491
Juv. Graphic Novel (DJGN)	2	0	1	3
Juv. Holiday books (DJHOL)	41	1	0	42
Juv. Magazine (DJMAG)	22	0	0	22
Juv. Music Cassette (DJMC)	0	0	0	0
Juv. Nonfiction (DJNF)	220	6	1	227

Juv. Nonfic Text Bk (DJNFTB)	0	0	0	0
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	0	0	0
Juv. Reference (DJREF)	0	0	0	0
Juv. Toddler (DJTOD)	156	1	5	162
Large Print Fiction (DLPF)	95	8	5	108
Large Print Inspirational (DLPI)	0	0	0	0
Large Print Mystery (DLPM)	0	0	0	0
Large Print New (DLPN)	108	4	5	117
Large Print Nonfic (DLPNF)	6	0	0	6
Large Print Western (DLPW)	0	0	0	0
Magazine (DMAG)	462	5	0	467
Music Cassette (DMCAS)	0	0	0	0
Nonfiction 000 (DNF000)	6	0	0	6
Nonfiction 100 (DNF100)	8	5	1	14
Nonfiction 200 (DNF200)	15	5	1	21
Nonfiction 300 (DNF300)	23	5	4	32
Nonfiction 400 (DNF400)	1	0	0	1
Nonfiction 500 (DNF500)	17	0	0	17
Nonfiction 600 (DNF600)	115	8	16	139
Nonfiction 700 (DNF700)	51	1	1	53
Nonfiction 800 (DNF800)	7	1	2	10
Nonfiction 900 (DNF900)	47	5	1	53
Nonfiction Blu-Ray (DNFBR)	1	0	0	1
Nonfiction DVD (DNFDVD)	75	5	4	84
Nonfiction (DNFIC)	9	3	0	12
Nonfiction New (DNFNEW)	149	7	12	168
Nonfiction VHS (DNFVHS)	0	0	0	0
Oversize (DOVER)	3	0	0	3
Professional Coll. (DPROF)	0	0	0	0
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	0	0	0	0
Playaway View (DVIEW)	0	0	0	0
Reference (DREF)	3	0	0	3
Ref. Magazine (DRMAG)	0	0	0	0
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	1	0	0	1
Software (DSWAR)	1	0	0	1
SRCS (SRCS) DeMotte	0	0	0	0
SRCS (From other libraries ILL-SR	0	124	0	124
SRCS (SRCSW) Wheatfield	0	0	0	0
STEAM Kits (DSTEAM)	0	0	0	0
Vertical File (DVF)	0	0	0	0
VHS (DVHS)	0	0	0	0
YA Audio book (DYAUDB)	1	0	0	1
YA Biography (DYAB)	1	0	0	1
YA Books on CD (DYABKCD)	0	0	0	0
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	80	3	2	85
YA Music CD (DYACD)	0	0	0	0
YA Nonfiction (DYANF)	10	1	0	11
YA Paperback Fic (DYAPBF)	0	0	0	0
Storage (DZSTO)	1	0	0	1
Award Winner JBIO (RAJBIO)	0	0	0	0

Award Winner JE (RAJE)	0	0	0	0
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	1	17	1	19
Blu-Ray (RBR)	5	462	16	483
Books on CD (RBKCD)	10	71	1	82
Books on Tape (RBKT)	0	0	0	0
Compact Disc (RCD)	29	84	5	118
Digital Audiobooks (RDA)	2	27	2	31
DVD (RDVD)	101	2411	60	2572
Equipment (REQP)	0	1	0	1
See librarian (RERR)	0	0	0	0
Express Book (REXP)	0	0	0	0
Fiction (RFIC)	31	425	11	467
Fiction Inspirational (RFICI)	0	0	0	0
Fiction New (RFICNEW)	17	275	16	308
Genealogy (RGENE)	0	0	0	0
Genealogy Mag (RGMAG)	0	1	0	1
Gen. Milroy Coll (RGMIL)	0	0	0	0
Graphic Novels (RGN)	2	53	3	58
Hanging Bag (RHANG)	0	5	0	5
Hotspots (RWIFI)	5	32	4	41
ILL (RILL)	0	28	0	28
Internet (RINTER)	0	570	0	570
Juv. Audio book (RJAUDB)	0	12	0	12
Juv. Biography (RJBIO)	5	15	2	22
Juv. Book on CD (RJBKCD)	0	0	0	0
Juv. Book on Tape (RJBKT)	0	0	0	0
Juv. Compact Disc (RJCD)	0	20	0	20
Juv. Digital Device (RJDDP)	0	1	0	1
Juvenile Easy (RJE)	11	307	12	330
Juv. Easy Non-fiction (RJENF)	1	36	0	37
Juv. Easy Reader (RJER)	1	220	4	225
Juv. Easy Reader NF (RJERN)	0	7	0	7
Juv. Fiction (RJFIC)	10	315	5	330
Juv. Graphic Novel (RJGN)	0	4	0	4
Juv. Magazine (RJMAG)	0	22	0	22
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	8	200	4	212
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	0	1	0	1
Juv. Reference (RJREF)	0	0	0	0
Juv. Toddler (RJTOD)	2	125	0	127
Large Print Fiction (RLPF)	9	154	0	163
Large Print Inspirational	0	0	0	0
Large Print Mystery (RLPM)	0	0	0	0
Large Print New (RLPN)	5	86	2	93
Large Print Nonfic (RLPNF)	0	8	0	8
Large Print Western (RLPW)	0	0	0	0
Magazine (RMAG)	3	301	0	304
Music Cassette (RMCAS)	0	0	0	0
Non-Fiction 000 (RNF000)	0	8	0	8
Non-Fiction 100 (RNF100)	3	9	1	13
Non-Fiction 200 (RNF200)	5	31	1	37
Non-Fiction 300 (RNF300)	6	42	2	50
Non-Fiction 400 (RNF400)	1	5	0	6

Non-Fiction 500 (RNF500)	3	10	1	14
Non-Fiction 600 (RNF600)	10	159	21	190
Non-Fiction 700 (RNF700)	3	36	1	40
Non-Fiction 800 (RNF800)	0	2	2	4
Non-Fiction 900 (RNF900)	9	27	0	36
Nonfiction Blu-Ray (RNFBR)	0	2	1	3
Nonfiction DVD (RNFDVD)	1	113	2	116
Nonfiction (RNFIC)	0	0	0	0
Nonfiction New (RNFNEW)	32	127	22	181
Nonfiction VHS (RNFVHS)	0	0	0	0
Oversize (ROVER)	0	0	0	0
Playaway View (RVIEW)	0	0	0	0
Professional Coll. (RPRO)	0	4	0	4
Reference (REF)	0	0	0	0
Reference Business (RREFB)	0	0	0	0
Ref. Magazine (RRMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	0	3	0	3
Software (RSWAR)	0	1	1	2
SRCS (SRCS) DeMotte	50	14	1	65
SRCS (From other libraries ILL-SR	0	0	0	0
SRCS (SRCSW) Wheatfield	3	1	74	78
STEAM Kits (RSTEAM)	0	0	0	0
Vertical File (RVF)	1	0	0	1
VHS (RVHS)	0	0	0	0
YA Audio book (RYAUDB)	0	5	0	5
YA Biography (RYAB)	0	0	0	0
YA Books on CD (RYABKCD)	0	0	0	0
YA Books on Tape (RYABKT)	0	0	0	0
YA Fiction (RYAF)	3	66	6	75
YA Music CD (RYACD)	4	21	1	26
YA Nonfiction (RYANF)	0	0	1	1
YA Paperback Fic (RYAPBF)	0	0	0	0
Storage (RZSTO)	0	2	0	2

Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	1	1	10	12
Blu-Ray (WBR)	7	7	237	251
Books on CD (WBKCD)	6	7	119	132
Books on Tape (WBKT)	0	0	0	0
Compact Disc (WCD)	10	8	56	74
Digital Audiobooks (WDA)	0	0	19	19
DVD (WDVD)	58	56	1672	1786
Equipment (WEQP)	0	0	7	7
See librarian (WERR)	0	0	0	0
Express Book (WEXP)	0	0	0	0
Fiction (WFIC)	14	17	197	228
Fiction Fantasy (WFICF)	1	0	7	8
Fiction Inspirational (WFICI)	4	12	63	79
Fiction Mystery (WFICM)	8	8	96	112
Fiction New (WFICNEW)	17	19	156	192
Fiction Science Fiction (WFICSF)	0	0	5	5
Fiction Western (WFICW)	0	0	2	2
Genealogy (WGENE)	0	0	0	0

Genealogy Mag (WGMAG)	0	0	0	0
Graphic Novels (WGN)	12	0	58	70
Hanging Bags (WHANG)	2	0	5	7
Hotspots (WWIFI)	7	25	12	44
ILL (WILL)	7	2	16	25
Internet (WINTER)	0	0	379	379
Juv. Audio book (WJAUDB)	7	2	12	21
Juv. Biography (WJBIO)	1	1	10	12
Juv. Book on CD (WJBKCD)	0	0	0	0
Juv. Book on Tape (WJBKT)	0	0	0	0
Juv. Compact Disc (WJCD)	0	0	4	4
Juv. Digital Device (WJDDP)	0	0	2	2
Juvenile Easy (WJE)	26	10	512	548
Juv. Easy Non-fiction (WJENF)	2	1	71	74
Juv. Easy Reader (WJER)	2	2	329	333
Juv. Easy Reader NF (WJERN)	0	0	0	0
Juv. Fiction (WJFIC)	26	6	273	305
Juv. Graphic Novel (WJGN)	0	0	4	4
Juv. Magazine (WJMAG)	0	0	24	24
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	12	5	149	166
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	0	0
Juv. Toddler (WJTOD)	5	0	165	170
Large Print Fiction (WLPF)	2	1	61	64
Large Print Inspirational (WLPI)	0	1	2	3
Large Print Mystery (WLPM)	0	0	10	10
Large Print New (WLPN)	3	9	93	105
Large Print Nonfic (WLPNF)	1	0	7	8
Large Print Western (WLPW)	0	0	0	0
Magazine (WMAG)	4	0	194	198
Non-Fiction 000 (WNF000)	0	0	2	2
Non-Fiction 100 (WNF100)	1	2	2	5
Non-Fiction 200 (WNF200)	0	0	6	6
Non-Fiction 300 (WNF300)	3	2	17	22
Non-Fiction 400 (WNF400)	0	0	0	0
Non-Fiction 500 (WNF500)	0	0	7	7
Non-Fiction 600 (WNF600)	6	10	66	82
Non-Fiction 700 (WNF700)	0	0	23	23
Non-Fiction 800 (WNF800)	0	0	4	4
Non-Fiction 900 (WNF900)	2	7	31	40
Nonfiction Blu-Ray (WNFBR)	0	0	0	0
Nonfiction DVD (WNFDVD)	2	1	99	102
Nonfiction (WNFIC)	0	0	0	0
Nonfiction New (WNFNEW)	10	4	42	56
Nonfiction VHS (WNFVHS)	0	0	0	0
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0
Playaway View (WVIEW)	0	0	1	1
Reference (WREF)	0	0	0	0
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	0	0	3	3

Software (WSWAR)	0	0	0	0
SRCS (SRCS) DeMotte	0	0	0	0
SRCS (From other libraries ILL-SR	0	0	0	0
SRCS (SRCSW) Wheatfield	0	0	0	0
STEAM Kits (WSTEAM)	0	0	0	0
Vertical file (WVF)	0	0	0	0
VHS (WVHS)	0	0	0	0
YA Biography (WYAB)	0	0	0	0
YA Books on CD (WYABKCD)	0	0	6	6
YA Books on Tape (WYABKT)	0	0	0	0
YA Fiction (WYAF)	4	0	84	88
YA Music CD (WYACD)	0	0	0	0
YA Nonfiction (WYANF)	0	1	2	3
YA Paperback Fic (WYAPBF)	0	0	0	0
Storage (WZSTO)	1	0	0	1
TOTAL	7707	7561	5919	21187

CIRCULATION BY HOLDINGS CODE
February 2019

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	0	0	0
Award Winner JE (AJE)	0	0	0	0
Award Winner JFIC (AJFIC)	32	0	2	34
Award Winner JNF (AJNF)	0	0	0	0
Award Winner JPFIC (AJPF)	0	0	0	0
Award Winning fiction (AWFIC)	0	0	0	0
Award Winning non-fiction (AWNF	0	0	0	0
Award Winner YAFIC (AYAF)	0	0	0	0
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	32	21	12	65
Blu-Ray (BR)	210	474	264	948
Books on CD (BKCD)	121	80	124	325
Books on Tape (BKT)	0	0	0	0
Compact Disc (CD)	98	95	61	254
Digital Audiobooks (DA)	19	27	21	67
DVD (DVD)	1740	2527	1771	6038
Equipment (EQP)	12	1	7	20
See librarian (ERR)	0	0	0	0
Express Book (EXP)	0	0	0	0
Fiction (FIC)	612	457	222	1291
Fiction Fantasy (FICF)	7	1	7	15
Fiction Inspirational (FICI)	8	12	63	83
Fiction Mystery (FICM)	106	8	100	214
Fiction New (FICNEW)	439	307	206	952
Fiction Science Fiction (FICSF)	9	0	7	16
Fiction Western (FICW)	9	0	2	11
Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	1	0	1
Gen. Milroy Coll (GMIL)	0	0	0	0
Graphic Novels (GN)	110	54	61	225
Hanging Bags (HANG)	3	5	5	13
Hotspots (WIFI)	18	84	22	124

ILL (ILL)	13	30	17	60
Internet (INTR)	495	570	379	1444
Juv. Audio book (JAUDB)	21	14	12	47
Juv. Biography (JBIO)	37	16	13	66
Juv. Book on CD (JBCD)	0	0	0	0
Juv. Book on Tape (JBKT)	0	0	0	0
Juv. Compact Disc (JCD)	10	20	4	34
Juv. Digital Device (JDDP)	9	1	2	12
Juvenile Easy (JE)	702	328	532	1562
Juv. Easy Non-Fiction (JENF)	38	**40**	73	151
Juv. Easy Reader (JER)	336	222	335	893
Juv. Easy Reader NF (JERN)	0	7	0	7
Juv. Fiction (JFIC)	508	331	287	1126
Juv. Graphic Novel (JGN)	2	4	4	10
Juv. Holiday (JHOL)	41	1	0	42
Juv. Magazine (JMAG)	22	22	24	68
Juv. Music Cassette (JMC)	0	0	0	0
Juv. Nonfiction (JNF)	240	211	154	605
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback Fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	1	0	1
Juv. Reference (JREF)	0	0	0	0
Juv. Toddler (JTOD)	163	126	170	459
Large Print Fiction (LPF)	106	163	66	335
Large Print Inspirational (LPI)	0	1	2	3
Large Print Mystery (LPM)	0	0	10	10
Large Print New (LPN)	116	99	100	315
Large Print Nonfic (LPNF)	7	8	7	22
Large Print Western (LPW)	0	0	0	0
Magazine (MAG)	469	306	194	969
Music Cassette (MCAS)	0	0	0	0
Non-Fiction 000 (NF000)	6	8	2	16
Non-Fiction 100 (NF100)	12	16	4	32
Non-Fiction 200 (NF200)	20	36	8	64
Non-Fiction 300 (NF300)	32	49	23	104
Non-Fiction 400 (NF400)	2	5	0	7
Non-Fiction 500 (NF500)	20	10	8	38
Non-Fiction 600 (NF600)	131	177	103	411
Non-Fiction 700 (NF700)	54	37	25	116
Non-Fiction 800 (NF800)	7	3	8	18
Non-Fiction 900 (NF900)	58	39	32	129
Non-Fiction Blu-Ray (NFBR)	1	2	1	4
Non-Fiction DVD (NFDVD)	78	119	105	302
Nonfiction (NFIC)	9	3	0	12
Nonfiction New (NFNEW)	191	138	76	405
Nonfiction VHS (NFVH)	0	0	0	0
Oversize (OVER)	3	0	0	3
Professional Coll. (PROF)	0	4	0	4
Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	0	0	0	0
Playaway View (VIEW)	0	0	1	1
Reference (REF)	23	29	28	80
Reference Business (REFB)	0	0	0	0
Ref. Magazine (RMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0

Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	1	3	3	7
Software (SWAR)	1	1	1	3
SRCS (SRCS) DeMotte	50	14	1	65
SRCS (From other libraries III-SRC	0	124	0	124
SRCS (SRCSW) Wheatfield	3	1	74	78
STEAM Kits (STEAM)	0	0	0	0
Vertical File (VF)	1	0	0	1
VHS	0	0	0	0
YA Audio book (YAUDB)	1	5	6	12
YA Biography (YAB)	1	0	0	1
YA Books on CD (YABKCD)	0	0	6	6
YA Books on Tape (YABKT)	0	0	0	0
YA Fiction (YAF)	87	69	92	248
YA Music CD (YACD)	4	21	1	26
YA Nonfiction (YANF)	10	2	3	15
YA Paperback Fic (YAPBF)	0	0	0	0
Storage (ZSTO)	2	2	0	4
				0
Free reads	166	223	56	445
Games/Puzzles	94	115	0	209
Talking books	0	0	0	0
Assignment Shelf Books	0	0	0	0
TOTAL	7988	7930	6009	21927

	DeMotte	**Rensselaer**	**Wheatfield**	
ADULT BOOKS				
Fiction	1580	1273	841	3694
Nonfiction	621	616	356	1593
CHILDREN'S BOOKS				
Fiction	1743	1018	1330	4091
Nonfiction	356	269	240	865
YA BOOKS				
Fiction	197	123	153	473
Nonfiction	11	2	3	16
Juv. Digital Devices Pre-loaded	9	1	2	12
Magazines, Adult	469	307	194	970
Magazines, Children	22	22	24	68
Sound Recordings, adult	239	207	218	664
Sound Recordings, ch	38	60	22	120
Online databases	0	0	0	0
Software	1	1	1	3
SRCS	53	139	75	267
STEAM Kits	0	0	0	0
Vertical file	1	0	0	1
VHS/DVD/Blu-Ray	2029	3122	2142	7293
Equipment	30	85	29	144
Total	7399	7245	5630	20274
A-V Circulation	2307	3390	2383	8080
A-V Circulation as % of total	31.2%	46.8%	42.3%	39.9%

CIRCULATION STATISTICS

February 2019

	DEMOTTE			RENSSELAER			WHEATFIELD			SYSTEM
	Added Vols.	Withdrew Vols.	**Circu- lation**	Added Vols.	Withdrew Vols.	**Circu- lation**	Added Vols.	Withdrew Vols.	**Circu- lation**	**Total Circ.**
ADULT BOOKS										
Fiction	81	1	**1,580**	76	303	**1,273**	59	0	**841**	**3,694**
Nonfiction	58	1	**621**	46	229	**616**	15	151	**356**	**1,593**
CHILDREN'S BKS										
Fiction	94	539	**1,743**	58	0	**1,018**	62	4	**1,330**	**4,091**
Nonfiction	17	1	**356**	16	0	**269**	11	5	**240**	**865**
YA BOOKS										
Fiction	18	0	**197**	30	1	**123**	15	0	**153**	**473**
Nonfiction	2	0	**11**	0	0	**2**	0	1	**3**	**16**
J Digital Devices	0	0	**9**	0	0	**1**	0	0	**2**	**12**
Magazines,Adult	0	0	**469**	0	0	**307**	0	0	**194**	**970**
Magazines, Child	0	0	**22**	0	0	**22**	0	0	**24**	**68**
Games, Toys	0	0	**0**	0	0	**0**	0	0	**0**	**0**
Sound Rec/Adult	10	16	**239**	20	3	**207**	40	80	**218**	**664**
Sound Rec/Child	2	0	**38**	0	2	**60**	3	0	**22**	**120**
Online Databases	0	0	**0**	0	0	**0**	0	0	**0**	**0**
Software	0	0	**1**	0	0	**1**	0	10	**1**	**3**
SRCS	0	0	**53**	0	0	**139**	0	0	**75**	**267**
STEAM Kits	0	0	**0**	0	0	**0**	0	0	**0**	**0**
Vertical Files	0	0	**1**	0	1	**0**	0	0	**0**	**1**
DVD/BluRay	62	2	**2,029**	134	161	**3,122**	49	43	**2,142**	**7,293**
Equipment	0	0	**30**	0	0	**85**	0	0	**29**	**144**
TOTAL	344	560	**7,399**	380	700	**7,245**	254	294	**5,630**	**20,274**

END OF MONTH:	**DEMOTTE**	**RENSSELAER**	**WHEATFIELD**
Total Materials Owned	84,041	76,362	61,020
Circulation Increase/Decrease	**3.7%**	**-6.5%**	**-4.9%**

MONTHLY SYSTEM STATISTICS	2018	2019	% change
Current month's Circulation	20,805	20,274	-2.6%
Jan. to date circulation	41,944	40,175	-4.2%

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DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION		
Start of Month Volumes	**End of Month** Volumes	**Start of Month** Volumes	**End of Month** Volumes	**Start of Month** Volumes	**End of Month** Volumes	
						ADULT BOOKS
23,070	23,150	16,053	15,826	16,935	16,994	**Fiction**
19,555	19,612	19,327	19,144	8,551	8,415	**Nonfiction**
						CHILDREN'S BKS
16,864	16,419	14,288	14,346	13,082	13,140	**Fiction**
9,322	9,338	6,442	6,458	6,912	6,918	**Nonfiction**
						YA BOOKS
2,547	2,565	3,400	3,429	3,295	3,310	**Fiction**
593	595	391	391	258	257	**Nonfiction**
						J Digital Devices
		0	0	2	2	**Magazines,Adult**
		0	0	0	0	**Magazines, Child**
0	0	0	0	0	0	**Games, Toys**
4,146	4,140	503	520	4,643	4,603	**Sound Rec/Adult**
763	765	4,497	4,495	904	907	**Sound Rec/Child**
20	20	646	646	16	16	**Online Databases**
65	65	17	17	-11	-21	**Software**
0	0	0	0	0	0	**SRCS**
						STEAM Kits
106	106	0	-1	44	44	**Vertical Files**
7,088	7,148	10,976	10,949	6,372	6,378	**VHS/DVD/Blu-ray**
118	118	142	142	57	57	**Equipment**
84,257	84,041	76,682	76,362	61,060	61,020	**TOTAL**

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT R5
February 2019

	DeMotte	Hrs.	Rensselaer	Hrs.	Wheatfield	Hrs.	TOTAL	HOURS SPENT
INTRALIBRARY LOANS FILLED	221	48	291	63	299	65	811	176
LOCAL HISTORY								
In person	2	1	8	2	0	0	10	3
Letters written	3	3	8	8	0	0	11	11
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use-Wired	495	21	570	24	379	16	1444	60
Internet use-Wireless	1960		1904		728		4592	
VCR Use	0	0	0	0	0	0	0	0
Microforms	2	0	40	5	0	0	42	6
Public FAX24	58		31		33		122	
Typewriter use	0	0	0	0	0	0	0	0
Other equipment used	1	0	36	12	1	0	38	13
OTHER LIBRARY SERVICES USED								
One-on-One Instruction	39		7		1		47	
Outreach activities	38	38	10	7	0	0	48	32
Notarized documents	10	3	7	2	30	8	47	12
Meeting Room Use (no. of grou	51	17	55	18	33	11	139	46
Study room use	59	5	57	5	29	2	145	12
Proctoring	2	1	0	0	0	0	2	1
Tax Forms distributed	70	1	4	0	28	0	102	1
Pull Requests	0	0	0	0	0	0	0	0
E-books downloaded							2327	
IN-HOUSE USE ITEMS	1155		468		158		1781	
SELF-CHECKOUT USE	97		450		114		661	
INTERLIBRARY LOANS								
Requests made for:							81	20
Items rec'd for:							80	40
Items requested by other librari							0	
Items supplied to other libraries							0	0

REGISTRATIONS

	DeMotte	Rensselaer	Wheatfield	TOTAL
Total Borrowers	8029	12348	5105	25482
Non-resident, paying	1	0	0	1
PLAC card users	0	1	0	1
Reciprocal borrowers	305	523	136	964
Number of New Patrons Added	40	34	22	

PROGRAMS

	DeMotte	Hrs.	Rensselaer	Hrs.	Wheatfield	Hrs.	TOTAL	HOURS SPENT
Programs for all ages	0	0	0	0	0	0	0	0

Children's Programs (0-13)	17	102	9	54	17	102	43	258
Number attending	238		78		418		734	
YA Programs (14-17)	1	6	1	6	1	6	3	18
Number attending	2		13		5		20	
Adult Programs	6	36	6	36	1	6	13	78
Number attending	155		48		107		310	
Senior Citizen Programs	5	30	3	18	4	24	12	72
Number attending	18		29		22		69	
Total Number of Programs	**29**	174	**19**	114	**23**	138	**71**	426
Total Persons Attending	**413**		**168**		**552**		**1133**	
Total Attending Same Month Last Yr.	333		157		225		715	
Total Staff Hours Spent		311		260		240	811	858
Total Number of In-House Progra	**18**		**17**		**12**		**47**	
Total Attendance	**250**		**132**		**124**		**506**	
Total Number of Outreach Progra	**11**		**2**		**11**		**24**	
Total Attendance	**163**		**36**		**428**		**627**	

CIRCULATION BY PATRON CODE

PATRONS	**DeMotte**		**Rensselaer**		**Wheatfield**		**ALL LIBRARIES**	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	4160	55.7%	4324	59.0%	3956	70.7%	12440	61.0%
Corporate	16	0.2%	0	0.0%	0	0.0%	16	0.1%
Juvenile 0-11	86	1.2%	113	1.5%	17	0.3%	216	1.1%
Juvenile-AV	585	7.8%	668	9.1%	645	11.5%	1898	9.3%
Nonresident No Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Nonresident Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
PLAC (state library card)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Adult	109	1.5%	306	4.2%	155	2.8%	570	2.8%
Reciprocal Juvenile	0	0.0%	1	0.0%	0	0.0%	1	0.0%
Reciprocal Juvenile AV	47	0.6%	42	0.6%	5	0.1%	94	0.5%
Reciprocal YA	0	0.0%	2	0.0%	0	0.0%	2	0.0%
Reciprocal YA AV	0	0.0%	6	0.1%	0	0.0%	6	0.0%
School	0	0.0%	10	0.1%	0	0.0%	10	0.0%
School AV	0	0.0%	13	0.2%	0	0.0%	13	0.1%
St. Joseph College	0	0.0%	0	0.0%	0	0.0%	0	0.0%
SRCS	0	0.0%	62	0.8%	0	0.0%	62	0.3%
Staff	2219	29.7%	1500	20.5%	715	12.8%	4434	21.7%
Walking books	86	1.2%	87	1.2%	23	0.4%	196	1.0%
YA 12-17	4	0.1%	5	0.1%	0	0.0%	9	2.1%
YA-AV	160	2.1%	190	2.6%	80	1.4%	430	2.1%
Total	7472		7329		5596		20397	
All items borrowed by nonresidents	156	2.1%	380	5.2%	160	2.9%	696	3.4%

R7

Salary Ordinance 2019
Updated 3/11/19

Name	Classification	Hrly Wage	Start Date	Hrs Worked	Library
Thomas Ryan	Page	$7.25	2/12/19	10	R
Juanita Saucedo	Janitor	$11.94	2/27/19	15	R

We have hired Thomas Ryan as Rensselaer page, replacing Kari Lentino who was promoted to Clerk.

We have hired Juanita Saucedo as Rensselaer Janitor, replacing Allison Princell who no longer works for the library.

We have examined and approved the changes to the 2019 Jasper County Public Library Salary Ordinance. Dated 3/11/19.

Natalie A. Waling

Kristi Hanson

R10

Microfilm Reader/Scanner/Printer Policy

Only persons in 9th grade or older may use the reader/scanner/printers independently. Younger persons must have assistance with the usage of the machine. If a parent or staff member is not available to assist, patrons not yet in 9th grade will not be permitted to use the machine. Loss or damage to the reader/scanner/printer or to microforms due to abusive handling will be paid for by the user.

Photocopy Fees: 5 cents per side (black/white); 20 cents per side (color)
~~Print copies are 10 cents per page.~~

Availability of the reader/scanner/printer is on a first come, first served basis, with a two hour limit. If no one is waiting, patron may continue use.

Library staff has the right to restrict usage for those people who cannot abide by the regulations of the library and the specific rules for use of the reader/scanner/printer.

5/96; revised 3/15; reviewed 3/19

R12

STATE OF INDIANA
AN EQUAL OPPORTUNITY EMPLOYER

STATE BOARD OF ACCOUNTS
302 WEST WASHINGTON STREET
ROOM E418
INDIANAPOLIS, INDIANA 46204-2765

Telephone: (317) 232-2513
Fax: (317) 232-4711
Web Site: www.in.gov/sboa

MEMORANDUM

TO: All Local Officials

FROM: Debbie Gibson, CPA, CFE
Director of Local Government Services

RE: Check Fraud

DATE: August 7, 2018

Dear Officials:

We have been provided a fraud alert through the National Association of State Auditors, Comptrollers and Treasurers as follows:

"In the last few days there has been an attempt to pass false (counterfeit) state of Wyoming warrants with State Auditor Cynthia Cloud's forged signature. The Auditor's Office's custodian bank, Wells Fargo, notified the Wyoming State Treasurer's Office of the invalid warrants, as the warrant numbers did not match the positive pay file.

The office suspects there will be more attempts. It appears to be an interstate attempt. The first warrant was deposited in a credit union in Colorado. The second warrant was made payable to an individual with an address in Iowa. It is not clear where the second warrant was attempted to be cashed. There was a third warrant made payable to an individual in Colorado with the deposit in Arizona. None of the payees are registered with the Wyoming State Auditor's Office as a vendor or as a state employee.

The Auditor's Office alerted its Division of Criminal Investigation and the Wyoming Department of Audit of these counterfeited warrants. Since these counterfeit warrants are across state lines, the FBI will also be notified.

If the attempt is being made on the state of Wyoming, other states may see the same practice as well."

SBOA wants you to be aware of this as well. Local units are usually not far behind in fraud attempts.

If you do not employ the use of positive pay files through your bank, which is where that a bank compares checks presented for payment with a list of checks authorized by the unit, it is especially important that you monitor as often as possible your bank activity.

If you encounter this type of fraud scheme contact the appropriate authorities and SBOA.
You may contact Mark Mahon, Director of Special Investigation at 317-232-2512 or via e-mail mmahon@sboa.in.gov. Please cc Juanita Hendricksen at jhendricksen@sboa.in.gov.

Director's Report
February 2019

Consent Agenda

You will be approving the minutes of the February board meeting, bills, and financial reports.

2019 Salary Ordinance Update: There were updates this month. Please see R7. **If you approve the Consent Agenda, you will approve the 2019 Salary Ordinance Update as presented.**

Policies for Review: Three policies are up for review in March: Microfilm Reader/Printer Policy, FMLA/Military Leave Policy, and LCD (Digital) Projector Policy. No revisions are recommended to the LCD (Digital) Projector Policy. Our FMLA/Military Leave Policy is being reviewed by the library attorney who drafted it. We do recommend a revision to our Microfilm Reader/Printer Policy, revising our photocopy fees due to changes to our Circulation Policy in November 2018. Please see R 10. **If you approve the Consent Agenda items, you will approve revisions to the Microfilm Reader/Printer Policy as presented.**

Workshop Request: I am requesting permission to send Linda Poortenga and Melissa Smith to IGS Annual Meeting and Conference in Fort Wayne, Indiana on April 13, 2019. Cost to attend this one-day genealogy-related workshop is $50 per person. Monies have been budgeted for continuing education opportunities such as this. It appears that LEUs will be awarded. Training topics include: DNA, 1940/1950 census, and genealogy resources. **If you approve the consent agenda, you will approve Linda Poortenga and Melissa Smith attending the IGS Annual Meeting and Conference.**

General Business

Annual Report of Impacts – Webmaster: Our webmaster will share library website success stories and/or impacts in her annual report.

Positive Pay: In August 2018 we received a memo from the State Board of Accounts regarding check fraud. Please see R 12 to read the memo. In the memo SBA recommends Positive Pay as a means to prevent the fraud. We contacted our bank, Alliance Bank, to see if they offer Positive Pay, and they do. The monthly fee for this service is $15 per month and a $2 per violation fee. We recommend that the library sign up for Positive Pay to mitigate this type of fraud. Additionally the Board must grant Positive Pay access rights to Business Manager, Rayann Gilmore. This would be similar to what the board did for online/bill pay access.

Waive Galaxy Fines: Our current automated system is The Library Corporation (TLC). This is the system we use to check patron items in/out, track fines and fees, place holds, etc. We acquired TLC in 2001. It replaced our first automated system Galaxy. When we migrated to TLC in 2001 the library board waived some of the smaller fines and fees to reduce the number of records that would be migrated. This kept migration costs down. The larger account balances were migrated as Galaxy fines so that we could clearly distinguish that they came from our previous system and we had the ability to hold patrons accountable. The Galaxy fines were incurred between 1992 and 2001. Since we migrated to TLC in 2001 quite a number of those old Galaxy fines have been paid, however, there are quite a few Galaxy fines that remain unpaid. Total amount owed is $28,803 broken down as follows: $17,579 on adult cards; $4,636 on juvenile cards; $54 on non-resident cards $2,637 on reciprocal cards; $163 on St. Joe cards; $3,734 on young adult cards). Some of these fees are for lost items, some of these fees are for processing and collections and some of these fees are overdue fines. The reality is that these charges were incurred 18-27 years ago. It is highly unlikely that we will ever recoup these charges in their entirety. Every once in a while someone comes in and pays a Galaxy fine, but more often a patron visits the library to sign-up for a library card and learns about these outstanding charges on their card that they do not remember. Some of these patrons were children when the charges were incurred, at a time when technically their parents were responsible for the charges. As you can imagine, these conversations with patrons about these very old Galaxy fines are often negative. I recommend that the board waive these old Galaxy fines. This will allow us to remove them from patron records. If we ever migrate to a new system having these records removed from the database will likely reduce our costs to migrate. A board vote is required.

DeMotte Library Next Steps: I want to touch base with you about how you would like to proceed. We will continue our discussion.

Harwood Innovators Lab Report: Janet Umlauf and librarians Patty, Linda, Debbie, and Evie will attend the Harwood Lab March 5-7. Janet and I will report to the board at our March meeting.

Director's Report:

Since our last Long Range Plan/Technology Plan Update we have completed the following:

Goal 1 JCPL is a welcoming community hub : completed a variety of facility maintenance projects and closely monitored buildings during polar vortex; offered a variety of monthly programs; updated PrinterOn brochures to reflect new printing options; added Spanish version of our PrinterOn brochure; completed successful reference transaction in Spanish using Google translate; rearranged some shelving units to better promote collections;

Goal 2 JCPL is a collaborative community partner: partnered with Jackson Funeral Home and DAR Van Rensselaer Group to host a replica of President Lincoln's coffin on display, from Batesville Casket Co. and a program with Lincoln presenter Danny Russel at Rensselaer Library; attended various community and counterparts meetings; offered a variety of outreach programs; launched a program for help at home clients; diversified story time; added new link to student portal at request of DeMotte's Covenant Christian School; received community grant from Jasper Newton Foundation for circulating STEM kits; participated in community conversation organized by Jasper Newton Foundation; partnered with WorkOne to offer monthly office hours at DeMotte and Wheatfield libraries; offered bi-lingual Santa; DeMotte Library received Non-Profit of the Year Award from the Chamber; partnered with Purdue Extension to offer STEM programs

Goal 3 JCPL increases awareness of its services and collections: boosted several programs on Facebook; updated 1000 books before kindergarten photos on Facebook; created video to explain new printing with PrinterOn and a video to showcase stem programming at Rensselaer; added several new videos to Niche Academy for new resources we've added including Hoopla and World Trade Press; created blog post and Facebook post about tax forms at the library; created various readers advisory displays; distributed promotional materials from Hoopla; created several new program graphics for website/Facebook/marketing tvs; created three new Facebook header graphics (one at request of DeMotte) to promote services and features; submitted article to Indiana State Library's Wednesday Word about Lincoln presenter; distributed flyers to schools about children's programs; presented at Jasper Newton Foundation Thirsty Thursday event;

Goal 4 JCPL engages its community in lifelong learning: offered monthly programs for Genealogy Help; viewed various webinars to increase knowledge and skill; offered monthly program for computer q & a; assisted patrons via several one-on-one walk-in sessions on Overdrive, new iPads, etc.; added more oral history items to Internet Archive; installed Office 2013 on patron pcs; supplied new iPads for each Children's Department; purchased new patron color copiers for each public service department

Rayann and I did attend the NIPSCO Taskforce meeting on February 25 at the Fase Center in DeMotte. County Assessor, Dawn Hofmann, presented financial data on the impact of the pending closure of the Schafer Generating Plant. Currently NIPSCO provides 19% of the library budget but would only contribute 4% by 2023.

I did view an On Local Government webinar on February 20. This edition focused on the 2019 Indiana State Budget and Legislative Session. It is always valuable to get Larry

DeBoer's and Tamara Ogle's perspective on the state budget and the impact of proposed legislation.

I will be attending Library Day at the Statehouse on Tuesday, March 12. I continue to stay apprised of library-related legislation moving through the House and Senate. There are a few concerning bills on the table that could result in a financial impact to the library.

Trust INdiana investments continue to do well.

System Administrator News

Sheila reports that she "set up PrinterOn for the new patron copier and helped tech support with troubleshooting our issues. All is working correctly now. She continued Exchange Archiving configuration and uploaded yearbooks to Internet Archive (1959-1960 Tefft, 2017 RCHS, 2016-2017 CCHS, 2011-2013 KVHS) and worked with Archive.org tech support to get yearbooks keyword indexed for Search Inside capability.

Technical Services News

Becky reports "I worked with TLC to activate Online Borrower Registration. Evie, Sheila and I are working on finding out how other libraries use OBR, and what our options are. I've asked to be added to the TLC Cataloger's Google Group so that I can access their archive. Kim Mumbower also gave me some ideas on other resources from TLC to answer our questions."

DeMotte Library News

Debbie reports, "Work One has begun partnering with DeMotte and Wheatfield Libraries to offer their services at our locations one day a week. We have had a good response already. We are very excited about this partnership. Shannon and I attended a Safe & Healthy Baby Seminar at Franciscan Health Hospital in Rensselaer, put on by the Jasper and Newton Purdue Extension Offices. We saw that the statistics for Jasper County showed a need for information about safe and healthy babies. So we found it very beneficial to know what resources and services are in the area for families. We learned about several local organizations (that offer free services) and how to get promotional materials for free."

Rensselaer Library News

Linda reports, "In addition to our regularly scheduled monthly programs, we had an Anti-Valentine's craft program. Rachel Kuhn spoke at this month's Lion's Club meeting regarding library services. She had a request thanks to her impact from the men's book discussion group which meets at Rensselaer. One of the new attendees is a Lion's Club member. Heavy snow and inclement weather kept most of the St. A classes away. Third

Thursday was fun experimenting with toast and toppings for National Toast Day. For STEM we built our R2D2 robot and learned how to teach our droid tricks."

Wheatfield Library News

Evie reports, "I was excited to start a new partnership with WorkOne this month – they are now planning monthly visits to DeMotte and Wheatfield to provide assistance with job searching, applications and resumes, etc. to patrons in our area. This first month, we had two patrons stop by the library and talk to the WorkOne representative. I'm hoping the word gets out and more people take advantage of the free help. We are planning a networking opportunity with Newton County Public Library next month. They have been offering "Breakout Rooms," similar to Escape Rooms, at their libraries, and I want to do similar programs. Therefore, I spoke to Jennifer, Newton County's Assistant Director, had have planned to visit them to learn how they are doing their programs. They are very willing to accommodate us, even offering to provide lunch! We plan on sending 2-3 staff members from each of our buildings, so that we can consider offering these as a rotating program, as Newton County does."

Please contact me if you are unable to attend the March board meeting or if you have any questions about material in your packet.-Patty

JCPL FINANCIAL STATEMENT
February 28, 2019

	Beginning 2019 Balance	Current Month Disbursements	Y-T-D Disbursements	Current Month Receipts	Y-T-D Receipts	Ending Balance
Operating Fund	$769,507.09	$181,282.33	$359,030.20	$58,164.93	$115,196.24	$525,673.13
Public Library Access Card Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Gift Fund	$19,919.87	$832.06	$1,252.16	$3,796.00	$7,199.58	$25,867.29
DeMotte	$5,295.26	$280.02	$312.39	$650.00	$3,744.78	$8,727.65
Rensselaer	$11,498.67	$180.09	$180.09	$3,121.00	$3,129.80	$14,448.38
Wheatfield	$3,125.94	$371.95	$759.68	$25.00	$325.00	$2,691.26
Library Improvement Reserve Fund	$231,768.60	$0.00	$0.00	$17.78	$37.46	$231,806.06
Bond & Interest Redemption Fund	$3,142.90	$0.00	$0.00	$0.00	$0.00	$3,142.90
Rainy Day Fund	$2,249,509.13	$0.00	$0.00	$3,819.14	$7,978.18	$2,257,487.31
Includes Investments of: $2,059,161.83						
State Technology Fund Grant Fund	$0.00	$1,782.00	$3,564.00	$0.00	$20,244.00	$16,680.00
Capital Projects Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Includes Investments of:						
Host/Hospitality Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Levy Excess Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Sales Tax	$220.62	$0.00	$198.89	$10.59	$14.36	$36.09
Construction Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Petty Cash Funds	$120.00	$0.00	$0.00	$0.00	$0.00	$120.00
Cash Change Fund	$150.00	$0.00	$0.00	$0.00	$0.00	$150.00
Insurance Refund Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Insurance Settlement Fund	$0.00	$0.00	$0.00	$6,766.67	$6,766.67	$6,766.67
Payroll Withholding Accts.						
FIT Tax Collected	$0.00	$7,431.66	$14,542.10	$7,431.66	$14,542.10	$0.00
FICA Tax Collected	$0.00	$8,154.63	$16,191.18	$8,154.63	$16,191.18	$0.00
State Tax Collected	$0.00	$3,647.44	$7,242.33	$3,647.44	$7,242.33	$0.00
County Tax Collected	$0.00	$2,860.40	$5,677.39	$2,860.40	$5,677.39	$0.00
Deferred Comp.	$0.00	$2,840.00	$5,680.00	$2,840.00	$5,680.00	$0.00
#125 Pre-tax Plan	$48.16	$3,604.81	$7,209.87	$3,558.32	$7,165.64	$3.93
Employee Life Insur.	$0.88	$243.95	$498.90	$243.94	$498.00	($0.02)
Employee INPRS	$0.00	$3,407.25	$6,714.25	$3,407.25	$6,714.25	$0.00
Garnishments	$23.47	$207.28	$391.09	$160.34	$367.62	$0.00
Credit Union	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
EIC	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
TOTAL ALL FUNDS....................	$3,274,410.72	$216,293.81	$428,192.36	$104,879.09	$221,515.00	$3,067,733.36

F2

Bank Balances

Jasper County Public Library

Report as of: **02/28/19**

	Bank	
1	Alliance Bank	$1,008,301.53
2	Cash On Hand	$270.00
3	IN-02-0225-0001 TrustINdiana	$2,059,161.83
	Total all banks =	**$3,067,733.36**

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

OPEN INVESTMENTS:

Renewal Date	CD/ACCT #	Issued By	Terms	Principal	%-Interest	Fund	Date Invested	Interest Earned	Comments
	IN-02-0225-0001	TrustINdiana	N/A	$2,000,000.00		Rainy Day	05/15/17	$4,142.20	Jan-19
								$3,803.93	Feb-19

CLOSED INVESTMENTS:

TOTAL INTEREST EARNED: **$7,946.13**

F2.1

Appropriation Report for 100OPERATING FUND

Jasper County Public Library

Report Date: From 02/01/19 *To* 02/28/19

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent*
1. Personal Services							
1.11 SALARY OF LIBRARIAN	$77,251.00	$0.00	$77,251.00	$6,437.60	$12,781.60	$64,469.40	83.5
1.12 SALARY OF ASSISTANTS	$1,153,291.00	$0.00	$1,153,291.00	$96,668.49	$191,132.51	$962,158.49	83.4
1.13 WAGES OF JANITORS	$95,314.00	$0.00	$95,314.00	$6,424.83	$13,653.18	$81,660.82	85.7
1.21 EMPLOYER'S SHARE-FICA	$101,428.00	$0.00	$101,428.00	$8,154.63	$16,191.18	$85,236.82	84.0
1.22 UNEMPLOYMENT COMPENSATION	$2,482.00	$0.00	$2,482.00	$0.00	$223.48	$2,258.52	91.0
1.23 EMPLOYER'S CONTRIB.- PERF	$117,580.00	$0.00	$117,580.00	$10,036.72	$19,786.02	$97,793.98	83.2
1.24 EMPLOYER'S CONTRIB.- INS.	$169,655.00	$0.00	$169,655.00	$11,780.49	$23,615.45	$146,039.55	86.1
Subtotal	*$1,717,001.00*		$1,717,001.00	$139,502.76	$277,383.42	$1,439,617.58	83.8
2. Supplies							
2.11 OFFICIAL RECORDS	$500.00	$0.00	$500.00	$0.00	$0.00	$500.00	100.0
2.12 STATIONERY AND PRINTING	$1,000.00	$0.00	$1,000.00	$0.00	$0.00	$1,000.00	100.0
2.13 OTHER OFFICE SUPPLIES	$8,000.00	$0.00	$8,000.00	$950.76	$950.76	$7,049.24	88.1
2.21 CLEANING & SANITATION SUPPLIES	$6,500.00	$0.00	$6,500.00	$342.48	$536.51	$5,963.49	91.7
2.23 OTHER OPERATING SUPPLIES	$6,000.00	$0.00	$6,000.00	$417.55	$421.54	$5,578.46	93.0
2.31 BUILDING MATERIALS & SUPPLIES	$2,000.00	$0.00	$2,000.00	$20.58	$20.58	$1,979.42	99.0
2.32 PAINT AND PAINTING SUPPLIES	$400.00	$0.00	$400.00	$0.00	$0.00	$400.00	100.0
2.33 REPAIR PARTS	$1,000.00	$0.00	$1,000.00	$17.66	$17.66	$982.34	98.2
2.41 LIBRARY SUPPLIES	$17,400.00	$0.00	$17,400.00	$1,952.33	$1,952.33	$15,447.67	88.8
2.42 MARKETING SUPPLIES	$100.00	$0.00	$100.00	$0.00	$0.00	$100.00	100.0
Subtotal	*$42,900.00*		$42,900.00	$3,701.36	$3,899.38	$39,000.62	90.9
3. Other Services and Charge							

F3a

F3b

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
3.13 LEGAL SERVICES	$7,000.00	$0.00	$7,000.00	$180.00	$180.00	$6,820.00	97.4
3.14 OTHER PROFESSIONAL SERVICES	$16,500.00	$0.00	$16,500.00	$30.00	$137.27	$16,362.73	99.2
3.145 DATABASES & LICENSING SERVICES	$25,034.00	$0.00	$25,034.00	$0.00	$0.00	$25,034.00	100.0
3.146 E-BOOKS SERVICES	$31,500.00	$0.00	$31,500.00	$7,625.00	$7,625.00	$23,875.00	75.8
3.147 APPS	$100.00	$0.00	$100.00	$0.00	$0.00	$100.00	100.0
3.21 TELEPHONE	$12,000.00	$0.00	$12,000.00	$321.41	$1,451.17	$10,548.83	87.9
3.22 POSTAGE	$2,500.00	$0.00	$2,500.00	$438.45	$438.45	$2,061.55	82.5
3.23 MILEAGE	$20,000.00	$0.00	$20,000.00	$855.22	$1,485.14	$18,514.86	92.6
3.24 PROFESSIONAL MEETINGS	$12,000.00	$0.00	$12,000.00	$44.41	$902.91	$11,097.09	92.5
3.25 FREIGHT	$1,800.00	$0.00	$1,800.00	$94.46	$113.27	$1,686.73	93.7
3.26 NETWORKING	$86,400.00	$0.00	$86,400.00	$0.00	$0.00	$86,400.00	100.0
3.31 ADVERTISING & PUBLIC NOTICES	$800.00	$0.00	$800.00	$10.00	$20.00	$780.00	97.5
3.33 MARKETING ADVERTISING	$2,500.00	$0.00	$2,500.00	$0.00	$0.00	$2,500.00	100.0
3.41 OFFICIAL BONDS	$500.00	$0.00	$500.00	$0.00	$300.00	$200.00	40.0
3.42 OTHER INSURANCE	$30,000.00	$0.00	$30,000.00	$0.00	$3,645.00	$26,355.00	87.9
3.51 GAS	$25,000.00	$0.00	$25,000.00	$2,699.96	$5,106.62	$19,893.38	79.6
3.52 ELECTRICITY	$110,000.00	$0.00	$110,000.00	$6,392.11	$12,868.78	$97,131.22	88.3
3.53 WATER	$4,000.00	$0.00	$4,000.00	$279.25	$557.00	$3,443.00	86.1
3.54 WASTE DISPOSAL SERVICES	$8,000.00	$0.00	$8,000.00	$685.34	$1,342.58	$6,657.42	83.2
3.61 BUILDING & STRUCTURES	$118,270.00	$0.00	$118,270.00	$3,489.65	$3,824.65	$114,445.35	96.8
3.62 EQUIPMENT REPAIRS	$2,000.00	$0.00	$2,000.00	$0.00	$0.00	$2,000.00	100.0
3.72 EQUIPMENT RENTALS	$300.00	$0.00	$300.00	$12.45	$79.90	$220.10	73.4
3.91 DUES	$2,000.00	$0.00	$2,000.00	$0.00	$1,567.18	$432.82	21.6
3.93 TAXES & ASSESSMENTS	$300.00	$0.00	$300.00	$0.00	$0.00	$300.00	100.0
3.94 TRANSFER TO LIRF	$50,000.00	$0.00	$50,000.00	$0.00	$0.00	$50,000.00	100.0
3.95 BOOK REIMBURSEMENT	$200.00	$0.00	$200.00	$8.99	$8.99	$191.01	95.5

Account # Description		Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
3.96	PETTY CASH	$120.00	$0.00	$120.00	$0.00	$0.00	$120.00	100.0
3.98	MAINTENANCE/SERVICE CONTRACTS	$112,754.00	$0.00	$112,754.00	$2,186.99	$19,268.84	$93,485.16	82.9
	Subtotal	*$681,578.00*		$681,578.00	$25,353.69	$60,922.75	$620,655.25	91.1
4. Capital Outlays								
4.4	FURNITURE & EQUIPMENT	$82,681.00	$0.00	$82,681.00	$170.00	$265.00	$82,416.00	99.7
4.51	BOOKS	$150,000.00	$0.00	$150,000.00	$7,610.14	$9,794.79	$140,205.21	93.5
4.52	PERIODICALS & NEWSPAPERS	$22,000.00	$0.00	$22,000.00	$498.79	$2,113.03	$19,886.97	90.4
4.53	NONPRINTED MATERIALS	$60,000.00	$0.00	$60,000.00	$4,445.59	$4,651.83	$55,348.17	92.2
	Subtotal	*$314,681.00*		$314,681.00	$12,724.52	$16,824.65	$297,856.35	94.7
	Grand Total	$2,756,160.00	$0.00	$2,756,160.00	$181,282.33	$359,030.20	$2,397,129.80	87.0

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

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Appropriation Report for 155STATE TECHN.FUND GRANT

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Jasper County Public Library

Report Date: From **02/01/19** *To* **02/28/19**

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent*
3. Other Services and Charge							
3.26 NETWORKING	$0.00	$0.00	$0.00	$1,782.00	$3,564.00	($3,564.00)	#Div/0!
Subtotal	*$0.00*		$0.00	$1,782.00	$3,564.00	($3,564.00)	#Div/0!
Grand Total	$0.00	$0.00	$0.00	$1,782.00	$3,564.00	($3,564.00)	#Div/0!

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

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Voucher List

Jasper County Public Library

Report Date: From **02/01/19** *To* **02/28/19**

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	70	PAYROLL	02/08/19	PAYROLL	$55,855.78
0	71	CHRISTINA SANDERS	02/08/19	Courier Mileage 1/16/19-1/31/19 (Conf. #759)	$359.60
0	72	GREAT-WEST RETIREMENT S	02/08/19	Annuity Withheld 2/8/19 payroll (Conf. #761)	$1,420.00
0	73	INDIANA CHILD SUPPORT BU	02/08/19	Child Support Garnishment: Andrea Prescaro 2/8/2019 Payroll (Payment #1890320190206160718)	$80.17
0	74	INPRS fbo PERF	02/08/19	INPRS Contributions 2/8/19 Payroll	$6,912.43
0	75	IRS USA TAXPAYMENT	02/08/19	Federal Withholding, Medicare, & FICA withheld 2/8/19 Payroll & Ins. (Acknowledgement 33008712)	$12,164.50
0	76	REPUBLIC SERVICES #715	02/08/19	Wh: Trash Service- February 2019 (Conf #758)	$147.64
0	77	TOWN OF DEMOTTE	02/08/19	DeM: Sewer & Water- January 2019 (conf# 760)	$168.90
36711	78	AARON'S LAWN CARE	02/09/19	DeM & Wh: Snow removal 1/12-1/23/19	$2,600.00
36712	79	ACE HARDWARE	02/09/19	Maintenance & library supplies	$87.09
0	80	ALLIANCE BANK	02/09/19	Direct Deposit Fees - January 2019	$37.00
36713	81	ANTHEM BLUE CROSS BLUE	02/09/19	Health Insurance premiums- February 2019	$13,962.91
36714	82	ANTHEM LIFE	02/09/19	Life Insurance premiums- February 2019	$100.98
36715	83	BAKER & TAYLOR	02/09/19	Books, Continuations, AV, Auto. Yours	$7,711.11
36716	84	BAKER & TAYLOR ENTERTAIN	02/09/19	AV	$3,260.26
36717	85	BLUETARP FINANCIAL, INC	02/09/19	Replacement cord end	$3.69
36718	86	BUSINESS CARD	02/09/19	Maintenance, janitorial, & library supplies, Winter Read prizes, postage, workshop expenses, Facebook advertising	$606.99
36719	87	CARDINAL OFFICE PRODUCT	02/09/19	DeMotte Staff Copier Maintenance 10/10/18 - 1/10/19	$1,146.05
36720	88	CARRIAGE PAPER PRODUCT	02/09/19	Receipt paper rolls	$302.10
36721	89	CENTURYLINK	02/09/19	DeM: Long distance service- January 2019	$22.14
36722	90	COMMONWEALTH TECHNOLO	02/09/19	Wh & Rens: staff copier quarterly service agreements	$689.23
36723	91	CULLIGAN WATER CONDITIO	02/09/19	Wh: Water Cooler Rental-February 2019, 5-gallon drinking water- 6	$59.45
36724	92	DANIEL VAN BLAIRCOM	02/09/19	Mileage 9/6-12/26/18	$14.22
36725	93	DELTA DENTAL	02/09/19	Dental Insurance premiums- February 2019	$540.26
36726	94	DEMCO	02/09/19	Library supplies	$505.52
36727	95	ENA SERVICES LLC	02/09/19	Internet service for January 2019	$1,782.00
36728	96	HP PRODUCTS CORPORATIO	02/09/19	Janitorial supplies	$275.86
36729	97	INDIANA LIBRARY FEDERATIO	02/09/19	2019 Statehouse Day registration- P. Stringfellow	$10.00
36730	98	INDIANA WASTE SERVICE	02/09/19	DeM: Trash Pick-up, February 2019	$94.75
36731	99	JAMES KEOWN	02/09/19	Garnishment mistakenly withheld from 1/10/19 & 1/25/19 paychecks	$46.94
36732	100	JASPER NEWTON FOUNDATI	02/09/19	Foundation Celebration Banquet 2019 - one attendee: E. Parrish	$25.00
36733	101	JODY MALONE	02/09/19	Patron refund for item previously paid for	$8.99
36734	102	JUNIOR LIBRARY GUILD	02/09/19	Continuations	$391.20
36735	103	KARLA HAUSENFLECK	02/09/19	Winnie the Pooh program supplies	$52.08
36736	104	KROGER GARDIS & REGAS, L	02/09/19	Legal Assistance: FMLA	$180.00
36737	105	KROOSWYK PLUMBING, HEAT	02/09/19	DeM: Water heater replacement	$764.65
36738	106	MIDWEST TAPE	02/09/19	AV	$289.24
36739	107	NANCY PHILLIPS	02/09/19	Mileage 1/18/19	$24.36
36740	108	NIPSCO	02/09/19	DeM & Wh: Gas & electric service 1/2-2/1/19	$5,696.84
36741	109	NITCO	02/09/19	DeM: Local Phone & Fax Service February 2019	$178.16
36742	110	OFFICE DEPOT	02/09/19	Janitorial, office, & library supplies	$476.89
36743	111	OVERDRIVE, INC.	02/09/19	Database Maintenance Fee & Future Consortium Content Purchases (February 2019-January 2020); Deposit on account for future content purchases	$7,625.00

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Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
36744	112	PATTY STRINGFELLOW	02/09/19	Mileage 1/11/19	$61.48
36745	113	POSTMASTER	02/09/19	Stamps	$416.00
36746	114	QUILL CORPORATION	02/09/19	Janitorial, office, & library supplies	$472.57
36747	115	RACHEL KUHN	02/09/19	Book Discussion expenses	$31.35
36748	116	RENSSELAER LAUNDRY ROO	02/09/19	Laundry	$30.00
36749	117	ROEING CORPORATION	02/09/19	APC replacement battery cartridge #7	$170.00
36750	118	S & S WORLDWIDE, INC	02/09/19	Lego community minifigure set	$61.99
36751	119	SCHOLASTIC LIBRARY PUBLI	02/09/19	Continuations	$156.00
36752	120	SHOPKO STORES OPERATIN	02/09/19	Library supplies	$83.32
36753	121	SUNRISE PACKAGING INC.	02/09/19	TV series cases	$857.64
36754	122	TRUGREEN PROCESSING CE	02/09/19	Ice melt	$360.00
36755	123	ULINE	02/09/19	DVD cases	$274.02
36756	124	VISION SERVICE PLAN	02/09/19	Vision Insurance Premiums- February 2019	$226.67
36757	125	WAL-MART COMMUNITY/SYN	02/09/19	AV, Janitorial & library supplies	$466.55
36758	126	ZIESE PLUMBING, HEATING, &	02/09/19	Rens: Drain water from outside spigots	$125.00
36759	127	POST TRIBUNE	02/09/19	Wh: Newspaper subscription Acct# 34235730	$358.80
36760	128	RENSSELAER REPUBLICAN	02/09/19	Wh: Newspaper subscription Acct# 0038731	$139.99
0	129	PAYROLL	02/25/19	PAYROLL	$53,675.14
0	130	AFLAC	02/25/19	Supplemental Insurance February 2019 (Conf #766)	$798.43
0	131	CENTURYLINK	02/25/19	Rens: Fax line service- February 2019 (Conf #763)	$56.26
0	132	CENTURYLINK	02/25/19	Wh: Fax line February 2019 (Conf #765)	$64.85
0	133	CHRISTINA SANDERS	02/25/19	Courier Mileage 2/1/19-2/15/19 (Conf. #768)	$395.56
0	134	CITY OF RENSSELAER	02/25/19	RENS: Utilities 1/08/19-2/14/2019 (Conf. #767)	$3,824.18
0	135	GREAT-WEST RETIREMENT S	02/25/19	Annuity Withheld 2/25/19 payroll (Conf. #761)	$1,420.00
0	136	INDIANA CHILD SUPPORT BU	02/25/19	Child Support Garnishment: Andrea Prescaro 2/25/2019 Payroll (Payment #1890320190221104032)	$80.17
0	137	INDIANA DEPARTMENT OF RE	02/25/19	State & County Taxes withheld February 2019 Payrolls (Ref. #11818)	$6,507.84
0	138	INPRS fbo PERF	02/25/19	INPRS Contributions 2/25/19 Payroll	$6,531.54
0	139	IRS USA TAXPAYMENT	02/25/19	Federal Withholding, Medicare, & FICA withheld 2/25/19 Payroll & Ins. (Acknowledgement 83324579)	$11,576.42
0	140	TOWN OF WHEATFIELD	02/25/19	Wh: Sewer Service- February 2019 (Conf# 762)	$77.35
0	141	UNIQUE MANAGEMENT SERVI	02/25/19	Collections: Initial/Secondary Placements- January 2019 (Conf #764)	$286.40
0	142	SQUARE, INC	02/28/19	Merchant Processing Fees- February 2019	$28.31

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Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	**Total**
				Total Amount of Claims	**$216,293.81**

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Tuesday, March 05, 2019

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of $216,293.81

Date this 11th **day of** March **,20**19.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

F5a

JASPER COUNTY PUBLIC LIBRARY
Receipt Breakdown
February 28, 2019

	THIS MONTH	YEAR-TO-DATE	TOTAL RECEIPTS THIS MONTH	TOTAL RECEIPTS YEAR-TO-DATE
FINES & FEES:			$2,903.33	$5,044.97
DeMotte	$694.43	$1,422.61		
Rensselaer	$1,397.15	$2,335.25		
Wheatfield	$811.75	$1,287.11		
PHOTOCOPIES:			$928.57	$1,531.17
DeMotte	$298.60	$480.75		
Rensselaer	$471.07	$761.22		
Wheatfield	$158.90	$289.20		
INTEREST (Checking, Repurchase, CDs):			$49.10	$113.35
TAXES:			$54,132.66	$108,265.32
Property Tax	$0.00	$0.00		
LOIT	$0.00	$0.00		
License Excise Tax	$0.00	$0.00		
Financial Institution Tax	$0.00	$0.00		
CVET(Commercial Vehicle Excise)	$0.00	$0.00		
Local Option/Certified Shares	$0.00	$0.00		
Local Option/Property Tax Repl.	$0.00	$0.00		
LIT Certified Shares	$54,132.66	$108,265.32		
TAXABLE SALES:-			$1.27	$5.08
REFUNDS:			$150.00	$236.35
Rebates/Refund	$0.00	$0.00		
Insurance Claims/Reimbursements	$0.00	$0.00		
Meeting Room Rental	$150.00	$200.00		
Reimbursement	$0.00	$0.00		
Fixed Asset Sales	$0.00	$0.00		
Miscellaneous Receipts	$0.00	$36.35		
Interfund Transfer	$0.00	$0.00		
TOTAL OPERATING FUND RECEIPTS			**$58,164.93**	**$115,196.24**
PLAC FUND:			$0.00	$0.00
GIFT FUNDS:			$3,796.00	$7,199.58
DeMotte	$650.00	$3,744.78		
Rensselaer	$3,121.00	$3,129.80		
Wheatfield	$25.00	$325.00		
LIB. IMPROV. RESERVE FUND:			$17.78	$37.46
Interest Earned	$17.78	$37.46		
Transfer from OPERATING	$0.00	$0.00		
BOND & INTEREST REDEMPTION FUND:			$0.00	$0.00
Property Tax	$0.00	$0.00		
License Excise Tax	$0.00	$0.00		
Financial Institution Tax	$0.00	$0.00		
CVET(Commercial Vehicle Excise)	$0.00	$0.00		
Interfund Transfer	$0.00	$0.00		
RAINY DAY FUND:			$3,819.14	$7,978.18
Special CAGIT Distribution	$0.00	$0.00		
Special LOIT Distribution	$0.00	$0.00		
Interest Earned	$3,819.14	$7,978.18		
Interfund Transfer	$0.00	$0.00		
STATE TECHNOLOGY FUND GRANT FUND:-			$0.00	$20,244.00
HOST/HOSPITALITY FUND:-			$0.00	$0.00
LEVY EXCESS FUND:-			$0.00	$0.00
SALES TAX:-			$10.59	$14.36
CASH CHANGE FUND			$0.00	$0.00
INSURANCE REFUND FUND:			$0.00	$0.00
Interfund Transfer	$0.00	$0.00		
INSURANCE SETTLEMENT FUND			$6,766.67	$6,766.67
SUB-TOTAL (page 1)			**$72,575.11**	**$157,436.49**

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WITHHOLDING ACCOUNT FUNDS:			$32,303.98	$64,078.51
FIT Tax Collected	$7,431.66	$14,542.10		
FICA Collected	$8,154.63	$16,191.18		
State Tax Collected	$3,647.44	$7,242.33		
County Tax Collected	$2,860.40	$5,677.39		
Deferred Comp Plan	$2,840.00	$5,680.00		
Pre-tax Insurance Plans	$3,558.32	$7,165.64		
Life Insurance	$243.94	$498.00		
INPRS	$3,407.25	$6,714.25		
Garnishments	$160.34	$367.62		
Credit Union	$0.00	$0.00		
TOTAL RECEIPTS - ALL FUNDS..			**$104,879.09**	**$221,515.00**

F6a

Voucher List

Jasper County Public Library

Report Date: From **03/01/19** *To* **03/11/19**

Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	*Total*
0	143	PAYROLL	03/08/19	PAYROLL	$49,221.93
0	144	CHRISTINA SANDERS	03/08/19	Courier Mileage 2/16/19-2/28/19 (Conf. #772)	$323.64
0	145	GREAT-WEST RETIREMENT S	03/08/19	Annuity Withheld 3/8/19 payroll (Conf. #774)	$1,420.00
0	146	INDIANA CHILD SUPPORT BU	03/08/19	Child Support Garnishment: Andrea Prescaro 3/8/2019 Payroll (Payment #1890320190307101054)	$80.17
0	147	INPRS fbo PERF	03/08/19	INPRS Contributions 3/8/19 Payroll	$6,031.01
0	148	IRS USA TAXPAYMENT	03/08/19	Federal Withholding, Medicare, & FICA withheld 3/8/19 Payroll & Ins. (Acknowledgement 54607121)	$10,466.49
0	149	REPUBLIC SERVICES #715	03/08/19	Wh: Trash Service- March 2019 (Conf #770)	$147.64
0	150	TOWN OF DEMOTTE	03/08/19	DeM: Sewer & Water- February 2019 (conf# 771)	$179.99
0	151	TOWN OF WHEATFIELD	03/08/19	Wh: Sewer Service- March 2019 (Conf# 773)	$77.35
36761	152	AARON'S LAWN CARE	03/11/19	DeM & Wh: Snow removal 1/26-2/20/19	$2,490.00
36762	153	ACE HARDWARE	03/11/19	Screws	$3.18
36763	154	ADVANCED IMAGING SOLUTI	03/11/19	Patron copiers quarterly maintenance agreement 2/28-5/29/19	$411.69
36764	155	ANTHEM BLUE CROSS BLUE	03/11/19	Health Insurance premiums- March 2019	$11,758.24
36765	156	ANTHEM LIFE	03/11/19	Life Insurance premiums- March 2019	$100.98
36766	157	BAKER & TAYLOR	03/11/19	Books, Continuations, AV, Auto. Yours	$10,894.25
36767	158	BAKER & TAYLOR ENTERTAIN	03/11/19	AV	$3,406.38
36768	159	BLUETARP FINANCIAL, INC	03/11/19	Snow shovel	$11.49
36769	160	BUSINESS CARD	03/11/19	Library supplies, book, background checks, software license, professional meeting expenses, postage	$572.71
36770	161	CHICAGO TRIBUNE	03/11/19	Rens: Newspaper subscription, 6 months, Acct# 10433615	$240.50
36771	162	CULLIGAN WATER CONDITIO	03/11/19	Wh: Water Cooler Rental-March 2019	$12.45
36772	163	D & S COMPUTER SERVICES	03/11/19	Hosting 1st Quarter 2019	$120.00
36773	164	DEBORAH KRISTOFF	03/11/19	Mileage 1/18-2/27/19	$118.90
36774	165	DELTA DENTAL	03/11/19	Dental Insurance premiums- March 2019	$572.04
36775	166	ENA SERVICES LLC	03/11/19	Internet service for February 2019	$1,782.00
36776	167	GALE/CENGAGE LEARNING	03/11/19	Continuations	$920.73
36777	168	HP PRODUCTS CORPORATIO	03/11/19	Janitorial supplies	$339.21
36778	169	ICC BUSINESS PRODUCTS	03/11/19	File pocket, bandages, flashlights, chairmat	$52.27
36779	170	INDIANA WASTE SERVICE	03/11/19	DeM: Trash Pick-up, March 2019	$94.75
36780	171	JASPER COUNTY HISTORICAL	03/11/19	Vintage Views Issue #28	$10.00
36781	172	KANKAKEE VALLEY PUBLISHI	03/11/19	LAR legal ad, job posting	$461.04
36782	173	KROGER GARDIS & REGAS, L	03/11/19	Legal Assistance: FMLA	$210.00
36783	174	KROOSWYK PLUMBING, HEAT	03/11/19	DeM: Plumbing repairs	$2,953.94
36784	175	LINDA POORTENGA	03/11/19	Mileage 1/17-2/15/19	$127.60
36785	176	MAGAZINE SUBSCRIPTION SE	03/11/19	Annual June - August Magazine Subscription Renewals	$2,171.53
36786	177	MICHAEL R. ANDERSON	03/11/19	Rens: Snow removal 1/12-2/20/19	$1,825.00
36787	178	MIDWEST TAPE	03/11/19	AV	$760.51
36788	179	NIMBO IP LLC	03/11/19	Monthly Managed Service Fee	$815.00
36789	180	NIPSCO	03/11/19	DeM & Wh: Gas & electric service 2/1-3/1/19	$5,220.06
36790	181	NITCO	03/11/19	DeM: Local Phone & Fax Service March 2019	$178.16
36791	182	POST TRIBUNE	03/11/19	DeM: Newspaper subscription, 6 months, Acct# 44365252	$130.00
36792	183	ROEING CORPORATION	03/11/19	Charging cables	$119.88
36793	184	SUNRISE PACKAGING INC.	03/11/19	Audiobook cases	$665.36
36794	185	TEI LANDMARK AUDIO	03/11/19	Playaways	$331.43
36795	186	UNIQUE MANAGEMENT SERVI	03/11/19	Collections: Initial/Secondary Placements- February 2019	$80.55

F6b

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
36796	187	U.S. POSTAL SERVICE	03/11/19	DeM: PO Box 16 Rental	$94.00
36797	188	VISION SERVICE PLAN	03/11/19	Vision Insurance Premiums- March 2019	$190.88
36798	189	WAL-MART COMMUNITY/SYN	03/11/19	Library supplies, AV return	$65.79
36799	190	AMERICAN LIBRARY ASSOCIA	03/11/19	Bookmarks	$61.95
36800	191	ANDREA PRESCARO	03/11/19	Mileage 12/19/18-3/6/19	$13.78
36801	192	CENTER POINT PUBLISHING	03/11/19	Books	$546.48
36802	193	CENTURYLINK	03/11/19	Rens: Fax line service- March 2019	$56.26
36803	194	CENTURYLINK	03/11/19	DeM: Long distance service- February 2019	$17.25
36804	195	CULBRETH'S LAWN & TREE L	03/11/19	DeM: Removal of sycamore tree and crown reduction on maple tree	$1,430.00
36805	196	DEMCO	03/11/19	Non print, library supplies	$854.51
36806	197	DEMOTTE CHRISTIAN SCHOO	03/11/19	2018-2019 DeMotte Christian School yearbook	$35.00
36807	198	HP PRODUCTS CORPORATIO	03/11/19	Janitorial supplies	$359.41
36808	199	INDIANA GROCERY GROUP, L	03/11/19	NWI Directors meeting expenses, Management meeting expenses	$34.79
36809	200	PRECISION CONTROL SYSTE	03/11/19	DeM. & Rens: HVAC repairs & maintenance	$3,964.20
36810	201	QUILL CORPORATION	03/11/19	Office, janitorial, & library supplies	$114.37
36811	202	RENSSELAER ROTARY CLUB	03/11/19	1st quarter 2019 dues	$190.00
36812	203	THE LIBRARY CORPORATION	03/11/19	TLCU Conference registrations: R. Amalong, M. Molenaar	$598.00

Total Amount of Claims **$126,536.72**

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, March 11, 2019

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 2 **pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of** **$126,536.72**

Date this 11th **day of** March **,20**19.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

A
P
R.

Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, April 8, 2019, 6pm
DeMotte Public Library

Opening of Meeting	Moment of Silence
Approval of Consent Agenda & Consent Agenda Items	Action
Minutes of March Board Meeting	
Bills/Financial Reports	
Salary Ordinance Update (R 7)	
Policies for Review (R 10 & R 25)	
General Business	
Building Insurance (R 42)	Action
Annual Impacts - Report of DeMotte Branch Librarian and Youth Services Librarian (R 43)	Information
Purge of Patron Records (R 43)	Action
Advance Tax Draw (R 43)	Action
Harwood Update (R 43)	Information
Report JCPL Volunteers (R 40 & R 43)	Information
Director Review (R 43)	Information
Director's Report (R 42- R 45)	Information
Items for Future Agendas	
Public Forum	
Adjournment	

To inform, enrich, and empower our diverse community.

MINUTES **March 11, 2019**
Jasper County Public Library Board of Trustees **Rensselaer Library**
6:00 PM

Present: Mark Heinig, Janet Umlauf, Kevin Kaluf, Kristie Housman, Natalie Waling, Jody Melton, Patricia Stringfellow, Rayann Gilmore, Melissa Widner
Absent: Janelle Harper

Agenda & Consent Agenda Approval: M. Heinig moved to approve the Agenda and Consent Agenda items that included the February Board Meeting Minutes, bills/financial reports, Salary Ordinance update, LCD (Digital) Projector Policy review, Microfilm Reader/Printer Policy revisions, request to send two staff members to the IGS Annual Meeting & Conference, and request to send two staff members to TLC University as presented, seconded by K. Kaluf. Motion passed.

Annual Report of Impacts – Webmaster: Webmaster, Melissa Widner, reported the past year has been a year of organizing her workflow and processes. She worked with staff this year on several projects including new PrinterOn instructions and screenshots when new patron printers were installed, a Spanish version of the PrinterOn instructions, and photo frames to be used on Facebook posts for the 1000 Books Before Kindergarten program. The Reader's Advisory Committee has a new approach for creating Reader's Advisory lists. Items are being tagged in LS2 catalog with terms such as 'Caldecott Winner' or 'Golden Globe Winner'. These terms can then be searched to bring up the whole list. New databases have been added for patrons including Hoopla, A to Z USA, A to Z World Foods, Global Road Warrior, Fold3 military genealogy, and Indiana Career Explorer. The Student Portal on the website has also been updated to include the databases A to Z USA, Global Road Warrior, and Indiana Career Explorer. M. Widner explained that she is looking forwarding this year to learning all that can be done with Adobe Creative Cloud which has been recently purchased to help with web design and creating movies and motion graphics for use on the website and marketing TV's. Surveys will also be conducted this year as part of long range planning and she is excited to get information from patrons on what they would like to see in a future redesign of the website.

Positive Pay: In August 2018 we received a memo from the State Board of Accounts regarding check fraud. In the memo SBoA recommends Positive Pay as a means to prevent the fraud. We contacted our bank, Alliance Bank, to see if they offer Positive Pay, and they do. The monthly fee for this service is $15 per month and a $2 per violation fee. We recommend that the library sign up for Positive Pay to mitigate this type of fraud. Additionally the Board must grant Positive Pay access rights to Business Manager, Rayann Gilmore. M Heinig moved to approve signing up for Positive Pay at Alliance Bank and granting access rights to Rayann Gilmore, seconded by K. Housman. Motion passed.

Waive Galaxy Fines: Our current automated system is The Library Corporation (TLC). This the system we use to check patron items in/out, track fines and fees, place holds, etc. We acquired TLC in 2001. It replaced our first automated system Galaxy. When we migrated to TLC in 2001 the library board waived some of the smaller fines and fees to reduce the number of records that would be migrated. This kept migration costs down. The larger account balances were migrated as Galaxy fines so that we could clearly distinguish that they came from our previous system and we had the ability to hold patrons accountable. The Galaxy fines were incurred between 1992 and 2001. Since we migrated to TLC in 2001 quite a number of those old Galaxy fines have been paid, however, there are quite a few that remain unpaid. Total amount owed is $28,803 broken down as follows: $17,579 on adult cards; $4,636 on juvenile cards; $54 on non-resident cards; $2,637 on reciprocal cards; $163 on St. Joe cards; $3,734 on young adult cards. Some of these fees are for lost items, some are for processing and collections, and some are overdue fines. The reality is that these charges were incurred 18-27 years ago. It is highly unlikely that we will ever recoup these charges in their entirety. Every once in a while someone comes in and pays a Galaxy fine, but more often a patron visits the library to sign-up for a library card and learns about these outstanding charges on their card that they do not remember. Some of these patrons were children when the charges were incurred, at a time when technically their parents were responsible for the charges. Conversations with patrons about these very old Galaxy fines are often negative. We recommend that the board waive these old Galaxy fines. This will allow us to remove them from patron records. If we ever migrate to a new system having these records removed from the database will likely reduce our costs to migrate. J. Melton moved to waive all the Galaxy fines, seconded by N. Waling. Motion passed.

DeMotte Library Next Steps: At the February 9th Board Meeting we discussed next steps for DeMotte Library. As a part of that discussion we mentioned House Bill 1343 that was in committee at the time, the Town of DeMotte's plans for a new community center, and the potential for lost revenue from NIPSCO closures, all items we must remain mindful of as we move forward. The Town of DeMotte's plans for a community center appear to be in a holding pattern at the moment. P. Stringfellow and R. Gilmore attended the NIPSCO Taskforce meeting on February 25 where County Assessor, Dawn Hoffman, presented financial data on the potential impact of the pending NIPSCO closures. At this meeting we also learned of a solar farm that could possibly be going in around the NIPSCO property that could replace some of the lost NIPSCO property tax revenue. House Bill 1343 has moved out of the House and is now in the Senate. How do we want to proceed? P. Stringfellow advised that we have Rainy Day Funds that could cover a smaller project such as a parking lot, but a larger project involving changes to the building or entrance could require a bond. The Board would like to focus on adding parking, getting rid of the hill, and changing how cars enter and exit the lot. Since Abonmarche is not able to help with this project, P. Stringfellow suggested that we contact Architect, Harry Mohler. He has worked with us before on roof and boiler specifications as well as parking lot plans for Rensselaer Library that were not implemented due to concerns with return on investment. Several years ago he worked with us when staff expressed concerns about uneven floors at DeMotte Library, so he already has some knowledge of the DeMotte Library. P. Stringellow will contact H. Mohler to see if he is available to work on this project.

Harwood Innovators Lab Report: J. Umlauf and P. Stringfellow along with librarians Linda Poortenga, Debbie Kristoff, and Evie Parrish attended the Harwood Lab March 5-7 in Indianapolis. This conference was about turning outward and asking the community about their goals and aspirations, learning to ask questions and listening to find out what the struggles are and how they might be addressed. This training will help this year as we survey our community to write a new long range plan for the library to start next year. P. Stringfellow will be providing regular updates to the board regarding how we are applying what we have learned.

Director's Report: P. Stringfellow reported that we received a letter from an attorney recently notifying the library of an upcoming public hearing for the Dunn's Bridge Solar LLC. They are obligated to notify us since any tax abatements could affect tax revenue. House Bill 1343 has passed the House and is in the Senate. As this bill is currently amended, library budgets could not be zeroed out or reduced by more than the same percentage reduction of another unit's budget that the fiscal body oversees. However, the tax levy could be zeroed out. J. Umlauf and P. Stringfellow will be attending ILF Statehouse Day, tomorrow, March 12, speaking to legislators about the potential impacts of proposed legislation.

Adjournment: With no further matters for discussion J. Umlauf adjourned the meeting at 7:26 PM.

Jody Melton

Jody Melton, Secretary

Janet Umlauf

Attest: J. Umlauf, President

CIRCULATION BY HOLDINGS CODE
March 2019

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	0	0	0	0
Award Winner JE (DAJE)	0	0	0	0
Award Winner JFIC (DAJFIC)	36	0	0	36
Award Winner JNF (DAJNF)	0	0	0	0
Award Winner JPFIC (DAJBPF)	0	0	0	0
Award Winning fiction (DAWFIC)	0	0	0	0
Award Winning non-fiction (DAWN	0	0	0	0
Award Winner YAFIC (DAYAF)	0	0	0	0
Award Winner YAPFIC (DAYPBF)	0	0	0	0
Biography (DBIO)	35	4	0	39
Blu-Ray (DBR)	236	3	3	242
Books on CD (DBKCD)	103	3	6	112
Books on Tape (DBKT)	0	0	0	0
Compact Disc (DCD)	76	1	0	77
Digital Audiobooks (DDA)	21	0	0	21
DVD (DDVD)	1863	68	38	1969
Equipment (DEQP)	8	0	0	8
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	0	0	0	0
Fiction (DFIC)	610	17	13	640
Fiction Fantasy (DFICF)	3	0	8	11
Fiction Inspirational (DFICI)	2	0	0	2
Fiction Mystery (DFICM)	75	8	2	85
Fiction New (DFICNEW)	404	17	24	445
Fiction Science Fiction (DFICSF)	5	3	0	8
Fiction Western (DFICW)	7	0	0	7
Genealogy (DGENE)	0	0	0	0
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	85	1	2	88
Hanging Bags (DHANG)	2	0	0	2
Hotspots (DWIFI)	2	29	8	39
ILL (DILL)	15	0	0	15
Internet (DINTER)	403	0	0	403
Juv. Audio book (DJAUDB)	38	1	0	39
Juv. Biography (DJBIO)	21	0	0	21
Juv. Book on CD (DJBKCD	0	0	0	0
Juv. Book on Tape (DJBKT)	0	0	0	0
Juv. Compact Disc (DJCD)	17	0	1	18
Juv. Digital Device (DJDDP)	9	0	0	9
Juvenile Easy (DJE)	693	7	9	709
Juv. Easy Non-fiction (DJENF)	46	5	0	51
Juv. Easy Reader (DJER)	467	4	0	471
Juv. Easy Reader NF (DJERN)	0	0	0	0
Juv. Fiction (DJFIC)	514	7	14	535
Juv. Graphic Novel (DJGN)	3	2	0	5
Juv. Holiday books (DJHOL)	44	1	0	45
Juv. Magazine (DJMAG)	45	0	0	45
Juv. Music Cassette (DJMC)	0	0	0	0
Juv. Nonfiction (DJNF)	265	5	2	272

Juv. Nonfic Text Bk (DJNFTB)	0	0	0	0
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	0	0	0
Juv. Reference (DJREF)	1	0	0	1
Juv. Toddler (DJTOD)	156	1	1	158
Large Print Fiction (DLPF)	79	12	7	98
Large Print Inspirational (DLPI)	0	0	0	0
Large Print Mystery (DLPM)	0	0	0	0
Large Print New (DLPN)	94	10	5	109
Large Print Nonfic (DLPNF)	10	1	0	11
Large Print Western (DLPW)	0	0	0	0
Magazine (DMAG)	420	0	7	427
Music Cassette (DMCAS)	0	0	0	0
Nonfiction 000 (DNF000)	5	0	0	5
Nonfiction 100 (DNF100)	9	5	0	14
Nonfiction 200 (DNF200)	15	7	0	22
Nonfiction 300 (DNF300)	36	2	2	40
Nonfiction 400 (DNF400)	1	0	0	1
Nonfiction 500 (DNF500)	15	0	0	15
Nonfiction 600 (DNF600)	120	3	11	134
Nonfiction 700 (DNF700)	39	1	1	41
Nonfiction 800 (DNF800)	11	1	0	12
Nonfiction 900 (DNF900)	34	2	3	39
Nonfiction Blu-Ray (DNFBR)	1	0	1	2
Nonfiction DVD (DNFDVD)	78	0	0	78
Nonfiction (DNFIC)	9	4	0	13
Nonfiction New (DNFNEW)	171	18	4	193
Nonfiction VHS (DNFVHS)	0	0	0	0
Oversize (DOVER)	4	0	0	4
Professional Coll. (DPROF)	0	0	0	0
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	0	0	0	0
Playaway View (DVIEW)	0	0	0	0
Reference (DREF)	1	0	0	1
Ref. Magazine (DRMAG)	0	0	0	0
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	4	0	1	5
Software (DSWAR)	1	0	0	1
SRCS (SRCS) DeMotte	0	0	0	0
SRCS (From other libraries ILL-SR	1	119	1	121
SRCS (SRCSW) Wheatfield	0	0	0	0
STEAM Kits (DSTEAM)	0	0	0	0
Vertical File (DVF)	0	0	0	0
VHS (DVHS)	0	0	0	0
YA Audio book (DYAUDB)	4	0	1	5
YA Biography (DYAB)	6	0	0	6
YA Books on CD (DYABKCD)	0	0	0	0
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	110	8	5	123
YA Music CD (DYACD)	0	0	0	0
YA Nonfiction (DYANF)	16	3	0	19
YA Paperback Fic (DYAPBF)	0	0	0	0
Storage (DZSTO)	1	0	0	1
Award Winner JBIO (RAJBIO)	0	0	0	0

Award Winner JE (RAJE)	0	0	0	0
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	2	22	1	25
Blu-Ray (RBR)	14	464	10	488
Books on CD (RBKCD)	5	71	1	77
Books on Tape (RBKT)	0	0	0	0
Compact Disc (RCD)	13	117	0	130
Digital Audiobooks (RDA)	1	22	0	23
DVD (RDVD)	57	2612	51	2720
Equipment (REQP)	0	12	0	12
See librarian (RERR)	0	0	0	0
Express Book (REXP)	0	0	0	0
Fiction (RFIC)	38	406	9	453
Fiction Inspirational (RFICI)	0	0	0	0
Fiction New (RFICNEW)	13	272	9	294
Genealogy (RGENE)	0	1	0	1
Genealogy Mag (RGMAG)	0	2	0	2
Gen. Milroy Coll (RGMIL)	0	0	0	0
Graphic Novels (RGN)	4	92	1	97
Hanging Bag (RHANG)	0	3	0	3
Hotspots (RWIFI)	6	31	5	42
ILL (RILL)	0	28	0	28
Internet (RINTER)	0	600	0	600
Juv. Audio book (RJAUDB)	0	12	4	16
Juv. Biography (RJBIO)	1	8	1	10
Juv. Book on CD (RJBKCD)	0	0	0	0
Juv. Book on Tape (RJBKT)	0	0	0	0
Juv. Compact Disc (RJCD)	3	15	0	18
Juv. Digital Device (RJDDP)	0	3	0	3
Juvenile Easy (RJE)	9	392	17	418
Juv. Easy Non-fiction (RJENF)	0	71	1	72
Juv. Easy Reader (RJER)	0	341	1	342
Juv. Easy Reader NF (RJERN)	0	0	0	0
Juv. Fiction (RJFIC)	24	273	4	301
Juv. Graphic Novel (RJGN)	1	2	0	3
Juv. Magazine (RJMAG)	0	8	0	8
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	9	178	3	190
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	0	0	0	0
Juv. Reference (RJREF)	0	0	0	0
Juv. Toddler (RJTOD)	0	119	1	120
Large Print Fiction (RLPF)	5	150	12	167
Large Print Inspirational	0	0	0	0
Large Print Mystery (RLPM)	0	0	0	0
Large Print New (RLPN)	6	69	2	77
Large Print Nonfic (RLPNF)	0	5	1	6
Large Print Western (RLPW)	0	0	0	0
Magazine (RMAG)	2	293	0	295
Music Cassette (RMCAS)	0	0	0	0
Non-Fiction 000 (RNF000)	4	3	0	7
Non-Fiction 100 (RNF100)	2	9	1	12
Non-Fiction 200 (RNF200)	4	33	1	38
Non-Fiction 300 (RNF300)	5	46	0	51
Non-Fiction 400 (RNF400)	0	3	1	4

Non-Fiction 500 (RNF500)	0	10	0	10
Non-Fiction 600 (RNF600)	8	133	6	147
Non-Fiction 700 (RNF700)	0	31	1	32
Non-Fiction 800 (RNF800)	1	2	1	4
Non-Fiction 900 (RNF900)	11	36	2	49
Nonfiction Blu-Ray (RNFBR)	0	4	0	4
Nonfiction DVD (RNFDVD)	3	138	4	145
Nonfiction (RNFIC)	0	0	0	0
Nonfiction New (RNFNEW)	26	156	20	202
Nonfiction VHS (RNFVHS)	0	0	0	0
Oversize (ROVER)	0	1	0	1
Playaway View (RVIEW)	0	0	0	0
Professional Coll. (RPRO)	0	2	0	2
Reference (REF)	0	0	0	0
Reference Business (RREFB)	0	0	0	0
Ref. Magazine (RRMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	0	3	0	3
Software (RSWAR)	0	5	0	5
SRCS (SRCS) DeMotte	71	9	0	80
SRCS (From other libraries ILL-SR	0	0	0	0
SRCS (SRCSW) Wheatfield	7	2	69	78
STEAM Kits (RSTEAM)	0	0	0	0
Vertical File (RVF)	0	0	0	0
VHS (RVHS)	0	0	0	0
YA Audio book (RYAUDB)	2	3	4	9
YA Biography (RYAB)	0	0	0	0
YA Books on CD (RYABKCD)	0	0	0	0
YA Books on Tape (RYABKT)	0	0	0	0
YA Fiction (RYAF)	8	59	2	69
YA Music CD (RYACD)	1	6	0	7
YA Nonfiction (RYANF)	1	2	0	3
YA Paperback Fic (RYAPBF)	0	0	0	0
Storage (RZSTO)	0	1	0	1

Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	5	5	17	27
Blu-Ray (WBR)	16	10	218	244
Books on CD (WBKCD)	15	4	107	126
Books on Tape (WBKT)	0	0	0	0
Compact Disc (WCD)	6	4	68	78
Digital Audiobooks (WDA)	0	0	22	22
DVD (WDVD)	57	64	1546	1667
Equipment (WEQP)	0	0	4	4
See librarian (WERR)	0	0	0	0
Express Book (WEXP)	0	0	0	0
Fiction (WFIC)	18	16	171	205
Fiction Fantasy (WFICF)	2	0	9	11
Fiction Inspirational (WFICI)	17	2	42	61
Fiction Mystery (WFICM)	1	1	66	68
Fiction New (WFICNEW)	18	22	175	215
Fiction Science Fiction (WFICSF)	0	0	7	7
Fiction Western (WFICW)	0	0	1	1
Genealogy (WGENE)	0	0	0	0

Genealogy Mag (WGMAG)	0	0	0	0
Graphic Novels (WGN)	3	0	48	51
Hanging Bags (WHANG)	0	1	10	11
Hotspots (WWIFI)	4	31	6	41
ILL (WILL)	0	0	22	22
Internet (WINTER)	0	0	298	298
Juv. Audio book (WJAUDB)	1	0	17	18
Juv. Biography (WJBIO)	0	0	5	5
Juv. Book on CD (WJBKCD)	0	0	0	0
Juv. Book on Tape (WJBKT)	0	0	0	0
Juv. Compact Disc (WJCD)	0	0	3	3
Juv. Digital Device (WJDDP)	0	0	7	7
Juvenile Easy (WJE)	8	8	545	561
Juv. Easy Non-fiction (WJENF)	0	1	31	32
Juv. Easy Reader (WJER)	0	0	211	211
Juv. Easy Reader NF (WJERN)	0	0	0	0
Juv. Fiction (WJFIC)	49	2	278	329
Juv. Graphic Novel (WJGN)	0	0	5	5
Juv. Magazine (WJMAG)	0	0	16	16
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	6	4	113	123
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	0	0
Juv. Toddler (WJTOD)	4	0	195	199
Large Print Fiction (WLPF)	5	6	49	60
Large Print Inspirational (WLPI)	0	0	7	7
Large Print Mystery (WLPM)	2	0	4	6
Large Print New (WLPN)	5	5	87	97
Large Print Nonfic (WLPNF)	1	2	15	18
Large Print Western (WLPW)	0	0	0	0
Magazine (WMAG)	3	0	171	174
Non-Fiction 000 (WNF000)	0	0	5	5
Non-Fiction 100 (WNF100)	0	2	8	10
Non-Fiction 200 (WNF200)	1	2	7	10
Non-Fiction 300 (WNF300)	1	1	5	7
Non-Fiction 400 (WNF400)	0	0	3	3
Non-Fiction 500 (WNF500)	0	0	4	4
Non-Fiction 600 (WNF600)	8	5	45	58
Non-Fiction 700 (WNF700)	1	1	10	12
Non-Fiction 800 (WNF800)	0	0	2	2
Non-Fiction 900 (WNF900)	0	5	34	39
Nonfiction Blu-Ray (WNFBR)	0	0	0	0
Nonfiction DVD (WNFDVD)	1	1	85	87
Nonfiction (WNFIC)	0	0	1	1
Nonfiction New (WNFNEW)	8	5	41	54
Nonfiction VHS (WNFVHS)	0	0	0	0
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0
Playaway View (WVIEW)	0	0	0	0
Reference (WREF)	0	0	0	0
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	0	0	2	2

Software (WSWAR)	0	0	1	1
SRCS (SRCS) DeMotte	0	0	0	0
SRCS (From other libraries ILL-SR	0	0	0	0
SRCS (SRCSW) Wheatfield	0	0	0	0
STEAM Kits (WSTEAM)	0	0	0	0
Vertical file (WVF)	0	0	2	2
VHS (WVHS)	0	0	0	0
YA Biography (WYAB)	0	0	1	1
YA Books on CD (WYABKCD)	0	0	2	2
YA Books on Tape (WYABKT)	0	0	0	0
YA Fiction (WYAF)	19	9	58	86
YA Music CD (WYACD)	0	0	0	0
YA Nonfiction (WYANF)	2	1	7	10
YA Paperback Fic (WYAPBF)	0	0	0	0
Storage (WZSTO)	0	0	1	1
TOTAL	8259	7994	5346	21599

CIRCULATION BY HOLDINGS CODE
March 2019

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	0	0	0
Award Winner JE (AJE)	0	0	0	0
Award Winner JFIC (AJFIC)	36	0	0	36
Award Winner JNF (AJNF)	0	0	0	0
Award Winner JPFIC (AJPF)	0	0	0	0
Award Winning fiction (AWFIC)	0	0	0	0
Award Winning non-fiction (AWNF	0	0	0	0
Award Winner YAFIC (AYAF)	0	0	0	0
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	42	31	18	91
Blu-Ray (BR)	267	481	232	980
Books on CD (BKCD)	123	78	114	315
Books on Tape (BKT)	0	0	0	0
Compact Disc (CD)	95	122	68	285
Digital Audiobooks (DA)	22	22	22	66
DVD (DVD)	1977	2744	1635	6356
Equipment (EQP)	8	12	4	24
See librarian (ERR)	0	0	0	0
Express Book (EXP)	0	0	0	0
Fiction (FIC)	666	439	193	1298
Fiction Fantasy (FICF)	5	0	17	22
Fiction Inspirational (FICI)	19	2	42	63
Fiction Mystery (FICM)	76	9	68	153
Fiction New (FICNEW)	435	311	208	954
Fiction Science Fiction (FICSF)	5	3	7	15
Fiction Western (FICW)	7	0	1	8
Genealogy (GENE)	0	1	0	1
Genealogy Mag (GMAG)	0	2	0	2
Gen. Milroy Coll (GMIL)	0	0	0	0
Graphic Novels (GN)	92	93	51	236
Hanging Bags (HANG)	2	4	10	16
Hotspots (WIFI)	12	91	19	122

ILL (ILL)	15	28	22	65
Internet (INTR)	403	600	298	1301
Juv. Audio book (JAUDB)	39	13	21	73
Juv. Biography (JBIO)	22	8	6	36
Juv. Book on CD (JBCD)	0	0	0	0
Juv. Book on Tape (JBKT)	0	0	0	0
Juv. Compact Disc (JCD)	20	15	4	39
Juv. Digital Device (JDDP)	9	3	7	19
Juvenile Easy (JE)	710	407	571	1688
Juv. Easy Non-Fiction (JENF)	46	**77**	32	155
Juv. Easy Reader (JER)	467	345	212	1024
Juv. Easy Reader NF (JERN)	0	0	0	0
Juv. Fiction (JFIC)	587	282	296	1165
Juv. Graphic Novel (JGN)	4	4	5	13
Juv. Holiday (JHOL)	44	1	0	45
Juv. Magazine (JMAG)	45	8	16	69
Juv. Music Cassette (JMC)	0	0	0	0
Juv. Nonfiction (JNF)	280	187	118	585
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback Fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	0	0	0
Juv. Reference (JREF)	1	0	0	1
Juv. Toddler (JTOD)	160	120	197	477
Large Print Fiction (LPF)	89	168	68	325
Large Print Inspirational (LPI)	0	0	7	7
Large Print Mystery (LPM)	2	0	4	6
Large Print New (LPN)	105	84	94	283
Large Print Nonfic (LPNF)	11	8	16	35
Large Print Western (LPW)	0	0	0	0
Magazine (MAG)	425	293	178	896
Music Cassette (MCAS)	0	0	0	0
Non-Fiction 000 (NF000)	9	3	5	17
Non-Fiction 100 (NF100)	11	16	9	36
Non-Fiction 200 (NF200)	20	42	8	70
Non-Fiction 300 (NF300)	42	49	7	98
Non-Fiction 400 (NF400)	1	3	4	8
Non-Fiction 500 (NF500)	15	10	4	29
Non-Fiction 600 (NF600)	136	141	62	339
Non-Fiction 700 (NF700)	40	33	12	85
Non-Fiction 800 (NF800)	12	3	3	18
Non-Fiction 900 (NF900)	45	43	39	127
Non-Fiction Blu-Ray (NFBR)	1	4	1	6
Non-Fiction DVD (NFDVD)	82	139	89	310
Nonfiction (NFIC)	9	4	1	14
Nonfiction New (NFNEW)	205	179	65	449
Nonfiction VHS (NFVH)	0	0	0	0
Oversize (OVER)	4	1	0	5
Professional Coll. (PROF)	0	2	0	2
Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	0	0	0	0
Playaway View (VIEW)	0	0	0	0
Reference (REF)	3	27	17	47
Reference Business (REFB)	0	0	0	0
Ref. Magazine (RMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0

Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	4	3	3	10
Software (SWAR)	1	5	1	7
SRCS (SRCS) DeMotte	71	9	0	80
SRCS (From other libraries III-SRC	1	119	1	121
SRCS (SRCSW) Wheatfield	7	2	69	78
STEAM Kits (STEAM)	0	0	0	0
Vertical File (VF)	0	0	0	0
VHS	0	0	0	0
YA Audio book (YAUDB)	6	3	7	16
YA Biography (YAB)	6	0	1	7
YA Books on CD (YABKCD)	0	0	2	2
YA Books on Tape (YABKT)	0	0	0	0
YA Fiction (YAF)	137	76	65	278
YA Music CD (YACD)	1	6	0	7
YA Nonfiction (YANF)	19	6	7	32
YA Paperback Fic (YAPBF)	0	0	0	0
Storage (ZSTO)	1	1	1	3
				0
Free reads	165	186	31	382
Games/Puzzles	99	53	0	152
Talking books	0	0	0	0
Assignment Shelf Books	0	0	0	0
TOTAL	8526	8264	5395	22185

	DeMotte	**Rensselaer**	**Wheatfield**	
ADULT BOOKS				
Fiction	1575	1203	741	3519
Nonfiction	624	627	295	1546
CHILDREN'S BOOKS				
Fiction	1964	1158	1281	4403
Nonfiction	393	273	156	822
YA BOOKS				
Fiction	229	169	116	514
Nonfiction	25	6	8	39
Juv. Digital Devices Pre-loaded	9	3	7	19
Magazines, Adult	425	295	178	898
Magazines, Children	45	8	16	69
Sound Recordings, adult	246	225	213	684
Sound Recordings, ch	62	38	35	135
Online databases	0	0	0	0
Software	1	5	1	7
SRCS	79	130	70	279
STEAM Kits	0	0	0	0
Vertical file	0	0	0	0
VHS/DVD/Blu-Ray	2327	3368	1957	7652
Equipment	20	103	23	146
Total	8024	7611	5097	20732
A-V Circulation	2636	3636	2206	8478
A-V Circulation as % of total	32.9%	47.8%	43.3%	40.9%

CIRCULATION STATISTICS

March 2019

	DEMOTTE			RENSSELAER			WHEATFIELD			SYSTEM
	Added Vols.	Withdrew Vols.	**Circu-lation**	Added Vols.	Withdrew Vols.	**Circu-lation**	Added Vols.	Withdrew Vols.	**Circu-lation**	**Total Circ.**
ADULT BOOKS										
Fiction	82	14	**1,575**	80	3	**1,203**	64	0	**741**	**3,519**
Nonfiction	45	17	**624**	72	2	**627**	24	3	**295**	**1,546**
CHILDREN'S BKS										
Fiction	75	195	**1,964**	84	2	**1,158**	69	1	**1,281**	**4,403**
Nonfiction	36	53	**393**	7	0	**273**	22	0	**156**	**822**
YA BOOKS										
Fiction	18	0	**229**	17	0	**169**	21	0	**116**	**514**
Nonfiction	3	0	**25**	2	0	**6**	1	0	**8**	**39**
J Digital Devices	0	0	**9**	0	0	**3**	0	0	**7**	**19**
Magazines,Adult	0	0	**425**	0	0	**295**	0	0	**178**	**898**
Magazines, Child	0	0	**45**	0	0	**8**	0	0	**16**	**69**
Games, Toys	0	0	**0**	0	0	**0**	0	0	**0**	**0**
Sound Rec/Adult	22	55	**246**	14	0	**225**	23	1	**213**	**684**
Sound Rec/Child	1	12	**62**	2	0	**38**	4	0	**35**	**135**
Online Databases	0	0	**0**	0	0	**0**	0	0	**0**	**0**
Software	0	0	**1**	0	0	**5**	0	0	**1**	**7**
SRCS	0	0	**79**	0	0	**130**	0	0	**70**	**279**
STEAM Kits	0	0	**0**	0	0	**0**	0	0	**0**	**0**
Vertical Files	0	1	**0**	0	0	**0**	0	0	**0**	**0**
DVD/BluRay	67	0	**2,327**	152	13	**3,368**	61	0	**1,957**	**7,652**
Equipment	0	0	**20**	0	0	**103**	0	0	**23**	**146**
TOTAL	349	347	**8,024**	430	20	**7,611**	289	5	**5,097**	**20,732**

END OF MONTH:	**DEMOTTE**	**RENSSELAER**	**WHEATFIELD**
Total Materials Owned	84,043	76,772	61,304
Circulation Increase/Decrease	**4.1%**	**-9.1%**	**-14.0%**

MONTHLY SYSTEM STATISTICS	2018	2019	% change
Current month's Circulation	22,008	20,732	-5.8%
Jan. to date circulation	63,952	60,907	-4.8%

R3

DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION		
Start of Month Volumes	**End of Month** Volumes	**Start of Month** Volumes	**End of Month** Volumes	**Start of Month** Volumes	**End of Month** Volumes	
						ADULT BOOKS
23,150	23,218	15,826	15,903	16,994	17,058	**Fiction**
19,612	19,640	19,144	19,214	8,415	8,436	**Nonfiction**
						CHILDREN'S BKS
16,419	16,299	14,346	14,428	13,140	13,208	**Fiction**
9,338	9,321	6,458	6,465	6,918	6,940	**Nonfiction**
						YA BOOKS
2,565	2,583	3,429	3,446	3,310	3,331	**Fiction**
595	598	391	393	257	258	**Nonfiction**
		0	0	0	0	**J Digital Devices**
		0	0	2	2	**Magazines,Adult**
		0	0	0	0	**Magazines, Child**
0	0	0	0	0	0	**Games, Toys**
4,140	4,107	520	534	4,603	4,625	**Sound Rec/Adult**
765	754	4,495	4,497	907	911	**Sound Rec/Child**
20	20	646	646	16	16	**Online Databases**
65	65	17	17	-21	-21	**Software**
0	0	0	0	0	0	**SRCS**
0	0	0	0	0	0	**STEAM Kits**
106	105	-1	-1	44	44	**Vertical Files**
7,148	7,215	10,949	11,088	6,378	6,439	**VHS/DVD/Blu-ray**
118	118	142	142	57	57	**Equipment**
84,041	84,043	76,362	76,772	61,020	61,304	**TOTAL**

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

R5

March 2019

	DeMotte	Hrs.	Rensselaer	Hrs.	Wheatfield	Hrs.	TOTAL	HOURS SPENT
INTRALIBRARY LOANS FILLED	250	54	195	42	317	69	762	165
LOCAL HISTORY								
In person	6	2	11	3	0	0	17	5
Letters written	3	3	12	12	0	0	15	15
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use-Wired	403	17	600	25	298	12	1301	54
Internet use-Wireless	1953		2015		713		4681	
VCR Use	0	0	0	0	0	0	0	0
Microforms	12	2	49	7	0	0	61	8
Public FAX24	60		34		59		153	
Typewriter use	0	0	0	0	0	0	0	0
Other equipment used	0	0	31	10	1	0	32	11
OTHER LIBRARY SERVICES USED								
One-on-One Instruction	55		7		0		62	
Outreach activities	41	41	6	4	0	0	47	31
Notarized documents	17	4	8	2	10	3	35	9
Meeting Room Use (no. of grou	56	19	64	21	25	8	145	48
Study room use	80	7	62	5	36	3	178	15
Proctoring	4	2	0	0	0	0	4	2
Tax Forms distributed	20	0	1	0	0	0	21	0
Pull Requests	0	0	0	0	0	0	0	0
E-books downloaded							2502	
IN-HOUSE USE ITEMS	1024		63		124		1211	
SELF-CHECKOUT USE	91		354		79		524	
INTERLIBRARY LOANS								
Requests made for:							282	71
Items rec'd for:							255	128
Items requested by other librari							0	
Items supplied to other libraries							0	0

REGISTRATIONS

	DeMotte	Rensselaer	Wheatfield	TOTAL
Total Borrowers	7632	11683	4677	23992
Non-resident, paying	1	0	0	1
PLAC card users	0	0	0	0
Reciprocal borrowers	292	490	129	911
Number of New Patrons Added	46	39	21	

PROGRAMS

	DeMotte	Hrs.	Rensselaer	Hrs.	Wheatfield	Hrs.	TOTAL	HOURS SPENT
Programs for all ages	0	0	3	18	0	0	3	18

Children's Programs (0-13)	14	84	5	30	11	66	30	180
Number attending	206		46		196		448	
Programs (14-17)	1	6	0	0	3	18	4	24
Number attending	8		14		16		38	
Adult Programs	7	42	6	36	2	12	15	90
Number attending	144		54		39		237	
Senior Citizen Programs	8	48	1	6	4	24	13	78
Number attending	29		22		24		75	
Total Number of Programs	**30**	180	**15**	90	**20**	120	**65**	390
Total Persons Attending	**387**		**136**		**275**		**798**	
Total Attending Same Month Last Yr.	444		268		409		1121	
Total Staff Hours Spent		330		222		215	767	951
Total Number of In-House Prograr	**23**		**14**		**15**		**52**	
Total Attendance	**272**		**116**		**115**		**503**	
Total Number of Outreach Prograi	**7**		**1**		**5**		**13**	
Total Attendance	**115**		**20**		**160**		**295**	

CIRCULATION BY PATRON CODE

PATRONS	**DeMotte**		**Rensselaer**		**Wheatfield**		**ALL LIBRARIES**	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	4593	56.6%	4972	65.1%	3600	70.9%	13165	63.2%
Corporate	12	0.1%	0	0.0%	2	0.0%	14	0.1%
Juvenile 0-11	57	0.7%	100	1.3%	44	0.9%	201	1.0%
Juvenile-AV	819	10.1%	561	7.3%	553	10.9%	1933	9.3%
Nonresident No Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Nonresident Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
PLAC (state library card)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Adult	159	2.0%	354	4.6%	147	2.9%	660	3.2%
Reciprocal Juvenile	5	0.1%	0	0.0%	0	0.0%	5	0.0%
Reciprocal Juvenile AV	33	0.4%	4	0.1%	13	0.3%	50	0.2%
Reciprocal YA	0	0.0%	1	0.0%	0	0.0%	1	0.0%
Reciprocal YA AV	0	0.0%	5	0.1%	0	0.0%	5	0.0%
School	0	0.0%	9	0.1%	0	0.0%	9	0.0%
School AV	0	0.0%	5	0.1%	0	0.0%	5	0.0%
St. Joseph College	0	0.0%	0	0.0%	0	0.0%	0	0.0%
SRCS	0	0.0%	52	0.7%	0	0.0%	52	0.2%
Staff	2193	27.0%	1207	15.8%	572	11.3%	3972	19.1%
Walking books	76	0.9%	64	0.8%	77	1.5%	217	1.0%
YA 12-17	14	0.2%	15	0.2%	0	0.0%	29	2.5%
YA-AV	159	2.0%	284	3.7%	71	1.4%	514	2.5%
Total	8120		7633		5079		20832	
All items borrowed by nonresidents	197	2.4%	378	5.0%	160	3.2%	735	3.5%

R7

Salary Ordinance 2019
Updated 4/8/19

Name	Classification	Hrly Wage	Start Date	Hrs Worked	Library
Kari Lentino	Library Assistant II	$12.69	4/1/19	40	R

We have promoted Kari Lentino from Clerk to Library Assistant II. She replaces Andrea Prescaro who no longer works for the library.

We have examined and approved the changes to the 2019 Jasper County Public Library Salary Ordinance. Dated 4/8/19.

Natalie A. Waling

R 10

FMLA/MILITARY LEAVE POLICY

LEAVES OF ABSENCE

Employees may not engage in other work while on leave (other than military ~~or vacation~~ leave), nor may they take part in non-work-related activities that are inconsistent with their stated or documented reasons for any type of leave. Employees abusing leave may lose their entitlement to leave and will also be subject to discipline up to and including discharge.

A. Personal Leave Of Absence

At its discretion, the Library may grant an unpaid personal leave of absence upon an employee's written request to the Director after the employee has used all earned vacation. A request for a leave of absence must clearly state the reason for the leave and the amount of time requested. Requests will be granted only for **urgent** and **exceptional** circumstances, and when the leave is appropriate based on Library workload, staffing, and other factors affecting feasibility of the leave. Personal leave cannot be used to extend an FMLA or a medical leave of absence. Personal leaves of absence will be granted in one-week increments and will not typically exceed 4 weeks during a rolling 12-month period. A "rolling" 12-month period is measured backward for each employee from the date he uses personal leave. **Note:** At its discretion, the Library may grant unpaid days off for part-time employees.

At the Library's discretion, upon written request to the Director made at least three working days before the expiration of the initial approved personal leave, a personal leave may be extended, but not beyond 6 weeks in a rolling 12-month period.

At the conclusion of a personal leave of absence, you will generally be restored to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment, but the Library may reassign you based on its ~~then-~~then-current business and personnel needs. Failure to return to work at the end of a personal leave or the unavailability of a position caused by the elimination of your position or a layoff will result in the administrative termination of your employment.

B. Medical Leave Of Absence For Non-FMLA-Eligible Employees

If you are unable to work because of illness or injury (work-related or non-work-related) of more than five consecutive work days, you will be placed on a leave of absence. Absences due to illness or injury of five consecutive work days or less will be addressed under the attendance and paid time off policies.

For employees who have been employed continuously for 12 continuous weeks to one year, or are regularly scheduled to work fewer than 1,250 hours annually and, thus, typically are not FMLA eligible, medical leave may be renewed for successive periods up to a maximum of 4 weeks during a "rolling" 12-month period. This leave must be used in full-day increments. A "rolling" 12-month period is measured backward for each employee from the date the employee uses medical leave.

For employees employed fewer than 12 continuous weeks, medical leave will be granted only in the following circumstances:

(1) The employee is a qualified individual with a disability and granting a reasonable extended leave would be an accommodation that would not cause the Library undue hardship.

(2) The employee will be granted up to ~~six~~ eight weeks of medical leave for maternity purposes.

(3) The employee will be granted one period of medical leave for an absence of between six and ten consecutive work days.

Except for maternity purposes, ~~A~~any medical leave granted during the first 12 weeks of employment will be treated as part of the 4 weeks of medical leave available to employees during their first year of employment.

Medical Documentation

~~To be granted a medical leave, you must provide Human Resources appropriate medical documentation~~You must request medical leave in writing and provide appropriate medical documentation confirming that you are medically unable to work and estimating the length of the absence. You may be (a) asked the status of any medical condition, (b) required to provide medical evidence from your health care provider or from a health care provider of the Library's choice concerning any medical condition, (c) denied a request for medical leave or a request for renewal if it determines, from the medical evidence, that you are able to perform your work, and (d) placed or continued on medical leave if the Library determines, from the medical evidence, that you are not able to perform the essential functions of your job with or without reasonable accommodation. If you are granted a medical leave, you must use all available paid time off concurrently with the leave.

Expiration Of Leave

You must notify Human Resources at least five working days prior to the expiration of a medical leave whether you will return to work or whether you need a renewed medical leave. In either case, you must provide documentation from your health care provider confirming your ability to return to work or the basis for the need for a renewed medical leave. Failure to provide at least five days' notice may cause a delay in your return to work or result in the administrative termination of your employment.

Conclusion Of Leave

At the conclusion of a medical leave of 4 weeks or less, you will generally be restored to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment. However, the Library may reassign or change your position based on its then current business and personnel needs, and the availability of any accommodation that would not cause undue hardship on its operation. If you return to work after a medical leave, you will resume employment on the same terms and conditions applicable to employees generally without having to satisfy any benefit plan waiting periods applicable to new employees. If you are not released to return to work and have exhausted all available leave time, your employment will be administratively terminated at that time.

C. Family And Medical Leave Policy

The Library provides leaves of absence to eligible employees for certain family and medical reasons. This policy is intended to comply with a federal law known as the Family and Medical Leave Act of 1993 ("FMLA"), as amended. In addition, the U.S. Department of Labor's FMLA Notice is posted in the workplace and attached at the end of this policy.

Note: This policy is not meant to address and cannot possibly address every potential situation that may implicate the FMLA. It does, however, set forth the procedures and requirements generally applicable to FMLA leave requests. In certain circumstances, the law requires the Library to designate absences as FMLA leave even when the employee does not request FMLA leave, and the Library will comply with its legal obligations in those and all other situations.

Eligibility

To be "eligible," an employee must have worked for the Library as of the date the requested leave is to begin:

for at least 12 months;~~,~~ and

for at least 1,250 hours during the previous 12 months.

Reasons For Leave

FMLA leave may be requested for the following reasons:

Parenting Leave. This leave can be taken to care for a new son or daughter, including by birth or by adoption or foster care placement. An employee may take Parenting Leave only during the 12-month period that begins on the date of the birth, adoption, or placement, and this leave cannot be taken intermittently or on a reduced schedule;

Family Medical Leave. This leave can be taken by an employee to care for the "serious health condition" of the employee's spouse, ~~son or daughter~~child, or parent;

Employee Medical Leave. This leave can be taken for the employee's own "serious health condition" if the condition renders the employee unable to perform his job functions;

Military Family Exigency Leave. This leave can be taken by an employee because of a qualifying exigency arising from the fact that the employee's spouse, ~~son or daughter~~child, or parent is on or has been called to covered active duty in the U.S. Armed Forces. Qualifying exigencies include things such as making arrangements necessitated by short-term deployments, attending certain military events and related activities, assisting the Covered Military Member with alternative child care

~~170e~~

arrangements when the active duty or call to active duty status necessitates a change in the existing arrangements, assisting the Covered Military Member with certain financial and legal arrangements related to active duty or the call to active duty; attending counseling arising from covered active duty or the call to covered active duty, spending time with the military member who is on short-term, temporary rest and recuperation leave, and caring for a military member's parent when the parent is incapable of self-care; or

Covered Servicemember Leave. An employee may take this leave to care for the employee's spouse, ~~son or daughter~~child, or parent who is a Covered Servicemember with a Serious Illness or Injury incurred or aggravated in the line of duty on active duty. Also, this leave may be taken by an employee who is the next of kin of a Covered Servicemember.

Duration of Leave

An eligible employee is entitled to a total of 12 work weeks of leave during a "rolling" 12-month period measured backward for each employee from the date he uses FMLA leave other than Covered Servicemember Leave.

For Covered Servicemember Leave, eligible employees are entitled to up to 26 workweeks of leave in a single 12-month period. For purposes of Covered Servicemember Leave only, the "single 12-month period" is the 12-month period measured forward from the first date of Covered Servicemember Leave.

When a husband and wife are both eligible employees of the Library, the husband and wife will be permitted to take only (1) a combined total of 12 weeks for Parenting Leave or (2) a combined total of 26 weeks in a single 12-month period for Covered Servicemember Leave.

Substitution of Paid Leave

Generally, FMLA leave is unpaid. However, if an employee (a) also has available paid time off and (b) the employee's leave request meets the requirements of that paid time off program, the employee will be required to use all available paid time off concurrent with FMLA leave. The Library will apply paid time off during FMLA leave in accordance with the following chart:

TYPES OF PAID TIME OFF	**APPLIED DURING**				
	Parenting Leave	**Family Medical Leave**	**Employee Medical Leave**	**Exigency Leave**	**overed Service Member Leave**

(1) Sick Pay	Yes	Yes	Yes	No	Yes
(2) Vacation	Yes	Yes	Yes	Yes	Yes

Employees will not be required to use available paid time off during FMLA when receiving worker's compensation benefits. However, where disability or workers' compensation benefits provide replacement income that is less than the employee's full salary, employees may elect to use available paid time off to supplement such benefits with a written request to the Human Resources Department. FMLA will run concurrently with worker's compensation benefits, regardless of whether the employee supplements those benefits with available paid time off.

Intermittent or Reduced Schedule Leave

Under certain circumstances, an employee may take intermittent or reduced schedule leave in increments of no less than one-quarter hour. "Intermittent leave" generally means leave taken on an occasional basis for such reasons as medical treatments. "Reduced schedule leave" means a temporary, but regular, change in the employee's usual number of hours per day or hours per week.

An employee is not entitled to take leave intermittently or on a reduced schedule for Parenting Leave.

For Family Medical, Employee Medical, or Covered Servicemember Leave, the employee may take an intermittent or reduced schedule leave if it is medically necessary. An employee must provide certification that a medical need for leave exists and that the medical need can best be accommodated through an intermittent or reduced schedule leave. Military Family Exigency Leave may also be taken on an intermittent or reduced schedule basis.

Employees needing intermittent leave or a reduced schedule must make reasonable efforts to schedule their leave so as not to disrupt the Library's operations. In addition, if an employee requests intermittent or reduced schedule leave that is foreseeable based on planned medical treatment, the Library may require the employee to transfer temporarily to an available alternative position, with equivalent pay and benefits, for which the employee is qualified and which better accommodates intermittent or reduced schedule leaves.

Notification Requirements

An employee must request FMLA leave at least 30 days before the date FMLA leave is to begin by contacting Human Resources (except in cases of medical emergency, unexpected changed circumstances, or where the need for leave is unforeseeable~~. In~~, in which ~~that~~ case(s) the employee must give notice as soon as practicable after the employee is aware that he needs to take FMLA leave).

If an employee requests Family Medical, Employee Medical, or Covered Servicemember Leave, the employee must submit a medical certification from the employee's or family member's health care provider within 15 days after the Library delivers the written request for medical certification for FMLA leave. If applicable, t~~T~~he certification must also notify the Library of the reasons why ~~the~~ an intermittent or reduced schedule leave is medically necessary and of the schedule for treatment~~ if applicable~~. Employees requesting Military Family

Exigency Leave must also submit certification of the qualifying exigency within 15 days after the Library's written request.

If an employee fails to give 30 days' notice for a foreseeable leave with no reasonable excuse for the delay, the Library may deny FMLA leave until at least 30 days after the date the employee provides notice of the need for FMLA leave. After an employee submits a medical certification, the Library may require an employee to obtain a second opinion from a provider of the Library's choice and at its expense. In some cases, the Library may require, at the Library's expense, a third opinion from a provider selected jointly by the employee and the Library.

During FMLA leave, an employee may be required to report periodically on his status and intent to return to work.

Employees on a Family or Employee Medical Leave may also be required to submit to the Library medical recertifications periodically during the leave period subject to the same rules as the initial medical certification. Medical recertifications may also be required under certain specific circumstances, for example, (1) when an employee requests an extension for a leave, (2) when circumstances under an initial certification have significantly changed, (3) when there is information which casts doubt on the current medical certification, or (4) when an employee is unable to return to work after FMLA leave.

Upon the conclusion of an Employee Medical Leave, the employee must present to the Library certification from his health care provider that he is able to return to work. Unless and until an employee provides this fitness-for-duty certification, the employee will not be able to return to work and employment may be administratively terminated if the certification is not promptly provided.

Continuation of Benefits

As a general rule, FMLA leave is unpaid. The Library, however, will maintain an employee's coverage under the Library's group health plans on the same conditions during FMLA leave as if the employee had been employed continuously during the FMLA leave period. An employee may choose not to continue coverage. An employee who continues health coverage must continue to pay his share of the premiums during an FMLA leave period to maintain coverage. An employee's premium payment is due on the same schedule as premium payments are made under COBRA.

The Library's obligation to continue group health coverage during FMLA leave will end if the employee's premium payment is more than 30 days late. Even if an employee does not continue health coverage during FMLA leave, the Library will restore regular coverage if the employee returns to work.

The Library will also maintain an employee's life insurance coverage if desired during leave if the employee pays the full monthly premium (including the Library's share of the premium) during that period. The employee's premium payment is due on the same date as the premium payment for health coverage.

To continue or discontinue any AFLAC, PERF, and Deferred Comp Plan benefits, the employee must make arrangements with the Business Office prior to or ~~immediately~~ as soon as possible after going on leave.

Right to Job Restoration

Upon return from FMLA leave, employees will generally be restored to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment. Certain salaried key employees (as defined by the FMLA) may be denied restoration if their reinstatement would cause substantial and grievous economic injury to the Library. If, during FMLA leave, a reduction or other event occurs that would have changed, or even eliminated, the employee's job had the employee not taken leave, the returning employee will have no greater rights than if the employee had been continuously employed during FMLA leave. The Library will determine whether an employee will be restored to the same position or to an equivalent position.

If an employee chooses not to return to work after FMLA leave expires, the Library may recover its share of health insurance premiums paid on the employee's behalf during the FMLA leave period. The Library will seek to recover those premiums unless the employee fails to return because of (1) the continuation, recurrence, or onset of a serious health condition (or serious illness or injury, with respect to Covered Servicemember Leaves) that would otherwise entitle the employee to FMLA leave or (2) other circumstances beyond the employee's control. If an employee fails to return to work because of the continuation, recurrence, or onset of a serious health condition (or serious illness or injury, as applicable), the employee must provide a medical certification of the serious health condition or serious illness/injury. The employee must provide the certification within 30 days from the date the Library requests it. If the employee does not provide the certification in a timely manner, the Library may recover its share of the health insurance premiums paid for the employee during the entire FMLA leave period.

At the exhaustion of FMLA leave time, if an employee is unable to return to work, employment will be administratively terminated unless (1) an evaluation of the employee's circumstances indicates that the employee is a qualified individual with a disability for whom a reasonable extension of leave would be an accommodation, and the Library can provide that accommodation without causing an undue hardship on its operation; or (2) the employee ~~is eligible for additional~~has available sick days to be utilized in compliance with~~under~~ the Library's policy~~; in that case, with proper medical certification, leave will be extended for up to the number of sick days available~~. However, even if otherwise available, sick days cannot be used to extend ~~but not for~~ an FMLA parenting or exigency leave. ~~However, if your leave is extended in this regard, you~~ Employees who extend leave through the use of sick days are not assured of returning to the same or equivalent job. Instead, upon your release to return to work, you will be returned to an available position for which you are qualified; if there is no available position for which you are qualified, your employment will be administratively terminated at that time.

Selected Definitions

"Parent" means a biological, adoptive, step or foster father or mother, or any other individual who stood in the place of the employee's parent when the employee was a Son or Daughter (see definition of "Son or Daughter" below). The term "Parent" does not typically include parents "in law" or "grandparents."

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"Son or Daughter/Child" means a biological, adopted or foster child, a stepchild or legal ward of an employee, or a child for whom the employee stands in the place of a parent, who is either (1) under age 18 or (2) age 18 or older and incapable of self-care because of a mental or physical disability at the time that FMLA is to commence. (This definition does not apply to Covered Servicemember Leave or Military Family Exigency Leave.)

"Son or Daughter/Child of a Covered Servicemember" means a Covered Servicemember's biological, adopted or foster child, stepchild, legal ward, or a child for whom the Covered Servicemember stood in the place of his parent, who is of any age. (This definition only applies to Covered Servicemember Leave.)

"Son or Daughter/Child on covered active duty" means (1) the employee's biological, adopted or foster child, stepchild, legal ward, or a child for whom the employee stood in the place of the parent when the child was under 18, (2) who is on or called to covered active duty, and (3) who is of any age. (This definition only applies to Military Family Exigency Leave.)

"Covered Active Duty" or "Call To Active Duty Status" means, in the case of a member of the regular Armed Forces, duty during deployment to a foreign country. In the case of a member of a reserve component of the Armed Forces, covered active duty means duty during deployment to a foreign country under a call or order to active duty under a provision of law referred to in 10 U.S.C § 101(a)(13)(B)

"Covered Servicemember" means a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the military's temporary disability retired list for a serious illness or injury. Covered Servicemember also means a veteran who (1) is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness and (2) was a member of the Armed Forces (including a member of the National Guard or Reserves) and was released or discharged, other than dishonorably, at any time during the 5-year period before the first date the eligible employee takes Covered Servicemember Leave.

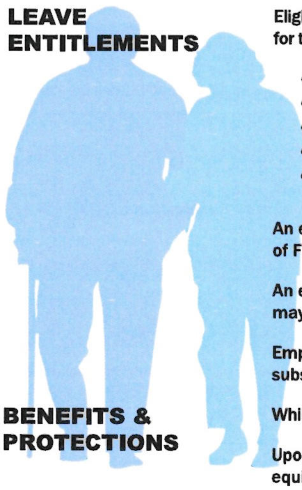
"Serious Illness or Injury" with respect to a member of the Armed Forces, including a member of the National Guard or Reserves, means an injury or illness incurred or aggravated in the line of duty and on active duty that renders the Covered Servicemember unfit to perform the duties of his or her office, grade, rank or rating. With respect to a Covered Servicemember who is a veteran, Serious Illness or Injury means a qualifying illness or injury (as defined by the Secretary of Labor) that was incurred or aggravated in the line of duty on active duty in the Armed Forces and that manifested itself before or after the member became a veteran and is (1) a continuation of a serious injury or illness incurred or aggravated when the veteran was a member of the Armed Forces and rendered him unable to perform the duties of his office, grade, rank, or rating; (2) a physical or mental condition for which the veteran has a VA Service Related Disability Rating of 50% or greater; (3) a physical or mental condition that substantially impairs the veteran's ability to secure or hold gainful employment because of disability related to military service; or (4) an injury (including a psychological injury) for which the veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.

"Outpatient Status" with respect to a Covered Servicemember who is a current member of the Armed Forces means the status of a member of the Armed Forces assigned to a military

EMPLOYEE RIGHTS

UNDER THE FAMILY AND MEDICAL LEAVE ACT

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION



LEAVE ENTITLEMENTS

Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within one year of the child's birth or placement);
- To care for the employee's spouse, child, or parent who has a qualifying serious health condition;
- For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job;
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

An eligible employee who is a covered servicemember's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness.

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule.

Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the employer's normal paid leave policies.

BENEFITS & PROTECTIONS

While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave.

Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions.

An employer may not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

ELIGIBILITY REQUIREMENTS

An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must:

- Have worked for the employer for at least 12 months;
- Have at least 1,250 hours of service in the 12 months before taking leave;* and
- Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite.

*Special "hours of service" requirements apply to airline flight crew employees.

REQUESTING LEAVE

Generally, employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible to give 30-days' notice, an employee must notify the employer as soon as possible and, generally, follow the employer's usual procedures.

Employees do not have to share a medical diagnosis, but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection. Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified.

Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating what additional information is required.

EMPLOYER RESPONSIBILITIES

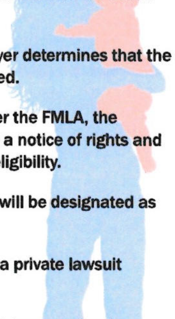
Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility.

Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

ENFORCEMENT

Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against an employer.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.



For additional information or to file a complaint:

1-866-4-USWAGE

(1-866-487-9243) TTY: 1-877-889-5627

www.dol.gov/whd

U.S. Department of Labor | Wage and Hour Division

WAGE AND HOUR DIVISION

medical treatment facility as an outpatient or a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients.

"Veteran" is defined by 38 U. S. C. § 101.

D. Military Family Leave Policy

~~Indiana's Military Family Leave Act~~The Library provides leave to eligible family members of individuals on active duty in the U.S. Armed Forces or the Indiana Army or Air National Guard. "Active duty" means full-time service on active duty orders for a period of at least 90 consecutive calendar days.

Eligibility

Eligible employees include the following relatives of the individual on active duty:

a) spouse;

b) biological or adoptive parent;

c) court-appointed guardian or custodian;

d) biological grandparent;

e) sibling (by blood or adoption); or

f) child (by blood or adoption).

To be eligible for Military Family Leave, an employee

g) must have been employed by the Library for at least 12 months and

h) must have worked at least 1,500 hours during the 12-month period immediately preceding the date that the leave is to begin.

Leave Entitlement

Eligible employees may take up to 10 days off work per year as Military Family Leave. Under this policy, a year is a "rolling" 12-month period measured backward for each employee from the date he uses Military Family Leave. Leave can be taken during:

a) the 30 days before active duty orders are in effect;

b) during a leave provided to the one on active duty while the active duty orders are in effect; and

c) the 30 days after the termination of the active duty orders.

Notification Requirements

Employees must provide a written request for Military Family Leave to Human Resources and provide a copy of active duty orders, if available, before taking leave. This request must be made at least 30 days before the date the requested leave is to begin unless the active duty orders are issued fewer than 30 days prior to the date the requested leave is to begin.

~~Pay During~~Substitution Of Paid Leave

Military Family Leave is unpaid, but employees may use vacation days during this leave upon request. However, employees may not request or use any paid medical/sick benefit while on Military Family Leave.

Continuation Of Benefits

The Library will maintain an employee's coverage under its Health and Life Plan on the same conditions during Military Family Leave as if the employee had been employed continuously during the leave period. An employee who wishes to continue health coverage must continue to pay his share of the premiums during the leave period to maintain coverage.

Job Restoration/No Retaliation

Upon return from this leave, employees will generally be restored to their position. No action will be taken against an employee because of the use of this leave. If, during the leave, a layoff or other event occurs that would have changed, or even eliminated, your job had you not taken leave, you will have no greater rights than if he had been continuously employed during the leave.

E. Military Leave

The Library will comply with all applicable laws regarding military leaves of absence. You may elect to use vacation during military service.

5/09; revised 3/17, 3/19

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PERSONNEL POLICY

DEFINITIONS

1. **Exempt employees** are those whose duties and responsibilities are of an executive, administrative, or professional character (or other exempt work) as described under the Fair Labor Standards Act (FLSA) and who are paid on a salary basis and are, therefore, exempt from overtime pay and certain other provisions of the FLSA.

2. The **Board of Directors** of the Jasper County Public Library will hereinafter be referred to as "**The Board**".

3. The **Jasper County Public Library** will hereinafter be referred to as "**JCPL**".

4. **Certified** employees are defined as any employees holding or qualifying for any of the 6 Indiana Library Certification levels.

5. **Non-certified** employees are defined as any employees not holding or qualifying for any of the 6 Indiana Library Certification levels.

6. A **work week** is defined as Sunday through Saturday.

7. **Overtime** is defined as any time worked over 40 hours per week.

8. The first 6 months of employment is considered a training/orientation period when a new employee must satisfactorily demonstrate the ability to perform his/her duties.

ADMINISTRATION AND MANAGEMENT

1. The administration and direction of all employees shall be the responsibility of the Director or his/her designee. Hiring of new personnel, promotions, dismissals shall be under the Director's jurisdiction except where the Board has indicated restrictions. The employment of the Director shall be the responsibility of the Board.

2. JCPL is an Equal Opportunity employer and selection of employees is based solely on merit.

3. All employees are employees at will and can be terminated at any time without notice.

4. JCPL shall observe Indiana Library State Certification requirements.

5. Typically each employee will be evaluated annually in writing. The Director will be evaluated in May.

6. Close relatives of Board members and staff shall not be employed by the Library. Close relatives are defined to include: spouses, parents, children, brothers, sisters, brothers- and

sisters-in-law, fathers- and mothers-in-law, sons- and daughters-in-law, stepparents, stepbrothers, stepsisters, and stepchildren.

SALARIES

1. This salary policy will be reviewed annually to determine whether the classification plan fairly reflects the kind and level of positions needed to effectively operate the library and whether salary ranges are still fair and equitable. Salary obligations made by the Board or by the Director are contingent upon sufficient revenues of the Library.

2. The Board is responsible for determining the amount of money to be budgeted for salaries and setting the salary of the Director.

3. The Director is responsible for determining the job classification and salary amounts for each employee subject to board review.

4. **Explanation of Salary Plan**

   4.1. Employees will be paid no less than the minimum salary in their classification.

   4.2. Pages, Clerks and Library Assistant I's will be evaluated after 3 months of employment. They will receive a 10 cent salary increase with a satisfactory 3 month evaluation. This also applies to employees promoted to Clerk and Library Assistant I positions.

   All new employees will be evaluated after 6 months' employment. A satisfactory rating will qualify the individual for vacation benefits if applicable (see Vacations section for details). Pages, Clerks and Library Assistant I's will receive another 10 cent salary increase at this time and again at the end of the first year of employment if performance is satisfactory. This also applies to employees promoted to Clerk and Library Assistant I positions. Promoted employees who have performed satisfactorily will receive the percentage increase determined by the board as per 4.4.

   All newly promoted employees will be evaluated after 6 months in their new position.

   An unsatisfactory rating at any time during the training/orientation period may result in immediate termination.

   4.3. A new employee or newly promoted employee who has not completed his/her first full year in their position by January 1 will receive the first % increase as determined by the board beginning with the pay period following the anniversary date of his/her 1 year employment.

The employee will be eligible for ½ of the % increase determined by the board as per 4.4 the following January, if s/he has worked more than 3 months and less than 8 months at his/her 1 year salary. If the employee has worked less than 3 months at his/her 1 year salary, s/he remains at the present rate until the following January. If the employee has worked 8 months or more at their one year salary, s/he will be eligible for the full % increase determined by the board as per 4.4.

Pages will be eligible for ½ of the increase as per the salary schedule the following January, if s/he has worked more than 3 months and less than 8 months at his/her 1 year salary. If the employee has worked less than 3 months at his/her 1 year salary, s/he remains at the present rate until the following January.

4.4. If eligible, ~~Each year~~ an employee's annual salary will increase each year by an amount or percentage as determined by the board, except for those in the "Page" classification. Page salaries are detailed in the Salary Schedule Chart, below.

4.5. Employees working less than an average of 8 hours per week do not automatically qualify for annual increases.

5. Work Performance

An employee who receives the lowest rating in 3 or more areas of a job performance evaluation is not eligible to receive a raise until they achieve a satisfactory evaluation. Re-evaluation shall occur no sooner than 30 days. Raises will be implemented when a satisfactory rating is received, and effective with the next pay period.

6. Salary Schedule

Minimums will increase ½ of annual salary increase to adjust for inflation each January in odd numbered years.

Compression adjustments will be applied to the salary schedule in accordance with federally mandated minimum wage increases.

Minimum salary for the page position will increase as required by federal law.

Jasper County Public Library
Salary Schedule (eff 1/1/201~~7~~9)

Classification	**Minimum**	**Classification**	**Minimum**
Clerk	$10.12 ~~9.97~~	**Business Manager**	$16.71 ~~16.46~~
Library Assistant I	$10.74 ~~10.58~~	**Librarian 1**	$17.07 ~~16.82~~
Library Assistant II	$12.69 ~~12.50~~	**Librarian 2**	$17.74 ~~17.48~~
Library Specialist I	$13.04 ~~12.85~~	**Librarian 3**	$19.80 ~~19.51~~
Library Specialist II	$15.81 ~~15.58~~	**Systems Administrator**	$19.80 ~~19.51~~
Library/HR Specialist III	$16.09 ~~15.85~~	**Janitor / Courier**	$11.94 11.76

			Maintenance		$13.53 ~~13.33~~
	Minimum	**One year**	**2 yrs**	**3 yrs**	**4 yrs**
Page	$7.25	$7.55	$7.85	$8.15	$8.45

7. **Interim Services**

When an employee is asked to take on a major portion of the essential responsibilities of an absent employee in a higher job classification for more than three months, s/he will receive additional pay as determined by the Director for the time in which s/he serves in an interim capacity.

8. **Salary Classifications**

Page: Must be 16 years old. Shelves books, straightens shelves. May also work at the circulation desk.

Clerk: High school diploma or equivalent. Clerical work. Will work at circulation desk and/or in Technical Services.

Library Assistant I: High school diploma or equivalent. In addition to clerical duties, will do basic ready reference work or work in technical services department doing basic materials processing.

Library Assistant II: High school diploma or equivalent with 2 years college* or with 3 years library experience or with special technical expertise in a specific area of library operation.

Library Specialist I: 2 years of college* or 5 years of library experience and continuing education or special technical expertise in a specific area of library operation. Responsible for area of library operation requiring extensive independent judgment and responsibility.

Library Specialist II: 5 years' experience as Library Specialist I. Demonstrates highly-developed skills. Spends at least 70% of time in a specialized area of library operation requiring extensive independent judgment and initiative.

Library Specialist III/Human Resources Specialist III: 2 years of college* or 10 years' experience as a Library Specialist and head of a major library department or area or 3 years of experience in an HR specialized field.

Youth Services Specialist: Bachelor's Degree and 2 years of experience working with children; responsible for Youth Services

Business Manager: 2 years of college* or 5 years of experience in a related field (business and/or accounting). Manages business operations of Library System including supply inventory, financial records, personnel records, benefits administration, general office and secretarial duties; assists with budget preparations.

Janitor: High school diploma or equivalent. Responsible for cleaning and light maintenance of library building.

Maintenance: High school diploma or equivalent. Responsible for maintenance of library building.

Courier: High school diploma or equivalent. Valid driver's license; excellent driving record; current auto insurance; transports library materials daily to each library in system

Librarian I: Bachelor's degree and Indiana library certification, LC4. Responsible for Youth Services, Technical Services or a Branch.

Librarian II: MLS degree and Indiana library certification, LC3. Responsible for area of library operation requiring extensive independent judgment and responsibility.

Librarian III: MLS degree and Indiana library certification, LC3. Responsible for management of a library or Technical Services Department.

Systems Administrator: Bachelor's Degree including a significant amount of computer-related courses. Responsible for management of hardware and operating software for integrated library system and for computer network.

Director: MLS degree plus 2-3 years supervisory experience and Indiana Library Certification LC2. Supervises and directs the operation of the library system, and acts as liaison between Library Board and staff.

*2 years college: total credits earned must equal 4 full-time semesters (48 credit hours or more)

9. **Changing Classifications**

    9.1. Moving from 1 classification to another is never automatic, even when stated requirements are met. Promotions are dependent on the availability of an opening in the higher position and on the Director's approval of a supervisor's recommendation for promotion of an employee.

    9.2. When possible, vacancies in higher positions will be filled by promotion of qualified employees from within the library.

    9.3. Upon promotion, an employee's salary shall immediately be raised to a minimum of 50 cents per hour above his/her present rate.

BENEFITS

1. **Employees qualified for benefits**: Sections 2 through 8 apply to persons working 32 or more hours per week. Employees working 20 - 31 hours per week are eligible to earn sick pay (sec. 2) and vacation pay (sec. 4) and Funeral Leave after they have completed 3 years of service. All employees, regardless of the number of hours worked per week, are entitled to an Anniversary Holiday. See section 3.2 (Holidays).

2. **Sick Pay**

2.1. A paid **sick day** is defined as the number of hours the employee is regularly scheduled to work per week divided by 5.

2.2. Employees receive the equivalent of 1 paid sick day per month during their first partial year of employment. 12 paid sick days per year are granted each January thereafter. Employees working 20 to 39 hours per week will receive paid sick days on a prorated basis.

2.3. Sick pay may accumulate to a maximum of 96 days.

2.4. Sick pay may be used in case of illness of the employee or a relative, as defined in other policies or by law, living in the employee's household.

2.5. 5 days of an employee's paid sick days per year may also be used for the care of a (step) parent or (step) child not living in the household. The Library reserves the right to request verifying documentation.

2.6. Employees working 24-40 hours per week, who are absent 5 or more working days, must have a doctor's release to return to work. Employees working 23 hours or less per week, who are absent for 3 or more working days, must have a doctor's release to return to work.

2.7. Sick pay may be used for an employee's medical appointments if an appointment cannot be made on the employee's own time.

2.8. Employee should notify supervisor of his/her desire to use paid sick days 30 days in advance for a foreseeable medical reason.

2.9. Paid sick days are a privilege to be used only for the above purposes. Paid sick days cannot be used as vacation or earned time off.

2.10. Paid sick days may be used with special approval of the director for extended funeral leave for immediate family members as defined in the funeral section, and for other funerals/memorial services.

3. Holidays

3.1. Employees who work an average of 32 hours or more per week are eligible for paid holidays. Refer to the Holiday Policy for a list of holidays we observe.

3.2. An Anniversary Holiday, defined in the Holiday Policy, will be given to any long-term employee regardless of full or part time status. Anniversary holidays will be prorated for employees working less than 32 hours per week.

3.3. An employee who is eligible for paid holidays and most always works the same number of hours per day each week, will receive that same number of hours for holiday pay.

3.4. If the holiday falls on the employee's day off, that employee is granted equivalent time off with pay to be taken within the month.

4. Vacations

4.1. Schedule of earned vacation credit

Vacation time is based on a 40 hour work week and is prorated for employees working 20 to 39 hours per week.

A vacation day is defined as the hours that an employee is regularly scheduled to work per week during the time the vacation is accrued divided by 5.

4.1.1. Director, Librarians I, II, III, Business Manager, Youth Services Specialist and Systems Administrator

A. Librarian, Business Manager, Youth Services Specialist, or Systems Administrator working an average of 32 hours per week or more

0-4 years' service - 1.5 days per month with pay
5-9 years' service - 2 days per month with pay
10+ years' service – 2.5 days per month with pay

B. Director

0-9 years' service - 2 days per month with pay
10+ years' service – 2.5 days per month with pay

4.1.2. Employees working an average of 32 hours per week or more

0-4 years' service - 1 day per month with pay
5-9 years' service - 1.5 days per month with pay
10+ years' service - 2 days per month with pay

4.1.3. Part time employees working 20 to 31 hours per week

3-9 years' service - 1 day per month with pay
10+ years' service - 1.5 days per month with pay

4.2. Regulations

4.2.1. No employee may take vacation without approval of the Director, Supervisor, or his/her designee. Vacation requests are approved in consideration of the scheduling needs of the department.

4.2.2. Vacation time is accrued from the first day of employment in an eligible position.

4.2.3. During the first partial year of employment, all vacation time is prorated.

4.2.4. Vacation time is credited after completion of the new employee's 6 month training/orientation period AND receiving a satisfactory performance evaluation.

4.2.5. Any employee who has successfully completed his/her orientation period and leaves before the end of any year will be paid in a lump sum for unused vacation leave.

4.2.6. Vacation time accrued during 1 calendar year may be taken after the beginning of the following calendar year.

4.2.7. Vacation time should be used in no less than ½ day increments. Exceptions may be granted only under unique circumstances and on a limited basis with the approval of the supervisor.

4.2.8. Vacation time is not cumulative from 1 year to the next.

4.2.9. Vacation leave will not accrue during unpaid leaves of absences.

5. Funeral leave

5.1. Staff members who qualify may have up to 3 paid working days (prorated for employees working 20-31 hours) to arrange and attend a funeral or memorial service of the employee's spouse, the employee or spouse's (step) child, (step) sibling, (step) grandparent, (step) grandchild or (step) parent, or the spouse of any of the above.

5.2. Paid sick days may be used with special approval of the director for extended funeral leave for immediate family members as defined in the funeral section, and for other funerals/memorial services.

6. Paid Weather Days

6.1. An excused absence with pay will be given by the Director or his/her designee to any employee working an average of 32 hours or more per week when weather conditions necessitate the closing of the library.

Such absences will not be charged to accrued, vacation time, or sick time. Any employee who is on sick or vacation time or birthday holiday or anniversary holiday when library is closed for such stated emergencies will be charged with his/her sick or vacation time or birthday holiday or anniversary holiday as if the library were open for business. If the library closes for such emergencies on an employee's day off, the employee will not receive a paid weather day off. Employees, working fewer than 32 hours per week, who are offsite and are scheduled to work but are unable to work due to library closure, will be rescheduled as it fits with library needs. All employees who are onsite at time of emergency closure will be paid for the remainder of their shift.

In the event of library closings due to temporary unsafe or unhealthy working conditions, employees may be asked to report to another branch. Mileage will be paid in this case, if the distance traveled is greater than the distance from the employee's home to his/her usual workplace. Carpooling to the new location is expected when practical.

6.2. Jury Duty

6.2.1. The Library recognizes that jury or witness duty is the obligation of all citizens and encourages its employees to fulfill this obligation. If you are called for jury duty or subpoenaed as a witness in a court or administrative agency action, you will be granted excused time away from work. You must, however, return to your duties any time you are not needed in the courtroom. If you are called for jury duty or subpoenaed as a witness, you should advise your supervisor and give the supervisor a copy of the summons or subpoena as soon as possible after learning that you must serve.

Non-exempt employees will receive the difference between their average straight time hourly rate up to 8 hours per day and the payment they receive for jury service for time they otherwise would have been regularly scheduled to work. Employees must present proof of the amount of jury pay received.

Exempt employees will receive their normal salary for partial workweeks in which they perform jury service or witness duty related to the Library’s business, less any jury fees received.

Employees must present proof of the amount of jury pay received.

6.2.2. Employees shall note jury duty on their time sheet in the excused absence column. ‘Jury duty’ should be written in the note field.

7. Public Employee's Retirement Fund (PERF)

7.1. Employees who work an average of 32 or more hours per week are required to enroll in PERF if they hold positions classified as:

Director
Assistant Director
Business Manager
Library Specialist

Librarian 3
Librarian 2
Librarian 1
Assistant Business Manager
Library Assistant
Special Services Librarian
Systems Administrator

7.2. The employee's mandatory contribution to PERF is 3% of gross earnings. In addition, the Library also contributes to JCPL's PERF account. This money will be paid out to eligible JCPL employees during their retirement.

7.3. Eligible employees may also elect to make voluntary pre-tax and/or post-tax contributions toward their retirement savings up to an additional 10% of gross earnings.

8. Health/life insurance

8.1. The library offers a group health package that includes medical, dental, prescription, vision, life and accidental death benefits that, is presently available to all employees working 30 hours or more per week. The Library has adopted the Internal Revenue Code Section 125, Premium Conversion Plan, to pay for qualified employee insurance premiums.

8.2. The library will pay all but $1.00 per year of the life insurance cost for any eligible employees who elect not to take the health insurance.

9. Family and Medical Leave/Military Leave

The Library will comply with all applicable laws regarding FMLA and Military Leaves of Absence. Consult the JCPL FMLA/Military Leave Policy for more details.

10. Meal time

Each employee working 7 hours or more in one day may take at least 30 minutes up to 1 hour of their own time for lunch or supper.

11. Break time

Each employee is allowed a break of 15 minutes of paid time for each continuous working schedule of 3 ½ hours.

Employees under the age of 18, who are scheduled to work 6 or more consecutive hours must take a 30 minute break without interruption. If they work 7 or more hours in the day, the break is fully paid. If they work less than 7 hours, they are paid for 15 minutes of their break.

Because the Library is subject to the Fair Labor Standards Act the Library must provide "a reasonable break time" to employees for the purpose of expressing breast milk. The Library must provide the break time whenever the employee has a need to express breast milk. While the Library is not required to pay employees for this break time, it must provide the lactating employee a private place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public. The Library is only required to provide break time to lactating employees for up to one year after the child's birth.

12. Leave without pay

Good attendance is a condition of employment and necessary for the smooth, efficient, economical running of the library. Leave without pay may, on occasion, be granted by the Director as long as it is not detrimental to JCPL. Unapproved absences without pay will result in disciplinary action.

13. Overtime Guidelines

Non-exempt employees may work no more than 40 hours per week. If management determines that overtime must be worked by non-exempt employees, an employee's schedule may be adjusted in another week for budgetary reasons.

14. Meetings and conferences

14.1. Monies budgeted for professional meetings may be provided to employees and board members for the purpose of attending meetings and conferences fostering continuing education and training in those areas related to the operation of the library.

14.2. All employees and Board members are encouraged to attend library related meetings and workshops. Each employee must obtain approval of his/her supervisor and the Director before attending such meetings and seeking expense reimbursements. The Director may approve staff attendance at any Indiana Library Federation (ILF), Indiana State Library, or MCLS meeting/webinar/conference/workshop and ALA or PLA webinar. Others must be approved by the Board.

14.3. Time spent traveling to/from and attending meetings or conferences is considered work time. When attending all day meetings, 1 hour is unpaid lunch time, unless the meeting continues through the lunch hour.

14.4. To receive compensation for expenses incurred for any meeting, employees and Board members must submit accounts payable vouchers with attached receipts to the Director's office by the Monday preceding the next board meeting.

15. **Certification**

It is the policy of the library to meet the standards set by the Indiana State Library for certification levels for professional staff members. It is the responsibility of each professional staff member to maintain the certification level appropriate to the position he/she fills and to pursue the library education units (LEUs) required by the Indiana State Library for re-certification for the professional position he/she holds. Consult the Indiana State Library Certification Manual for details. ~~.: Director: 100 LEUs every 5 years; Department and Branch Head: 75 LEUs every 5 years; Professional Assistant: 50 LEUs every 5 years.~~ Each professional staff member must submit a copy of each LEU certificate received to the business office.

16. **Travel**

16.1. The library will pay meal, lodging, and transportation expenses related to official library business. Personal rewards programs should not be used for these expenses.

16.2. Official library business includes outreach activities, banking, recycling, post office, AV Shopping, Summer Reading shopping, supply shopping, conferences, workshops, field trips, counterpart meetings, or meetings approved by the Board and travel among the 3 libraries of the Jasper County Public Library system.

16.3. Employees traveling on official library business may be reimbursed for meals when traveling outside of the library's service area.

16.4. Employees traveling on official library business may be reimbursed for mileage at the IRS approved rate. Reimbursement mileage should not include travel to and from the library board member's or employee's home and the library.

16.5. Employees traveling on official library business may be reimbursed for lodging and transportation expenses such as parking fees, tolls, cab fare, and air fare.

16.6. Claims for reimbursement must be completely itemized and supported by as many receipts as it is possible to obtain. JCPL expects the employee to exercise discretion and good business judgment with respect to those expenses; be cost conscious and spend JCPL's money as carefully and judiciously as the individual would spend his or her own funds; and report expenses, supported by required documentation, as they were actually spent.

16.7. Employees are prohibited from using personal communication devices (i.e. cell phones, pagers, etc) while operating a motor vehicle on library business. Employees operating a motor vehicle should park in a safe area before making or receiving telephone calls or otherwise using personal devices. Furthermore, employees are required to be familiar and comply with the laws of the jurisdiction in which they are driving.

17. Appropriate dress

Appropriate dress and personal grooming create a favorable image for the library. We expect you to use good judgment and to maintain high standards in your personal cleanliness and attire. Your appearance affects the library's image. The library reserves the right to determine that particular attire is inappropriate for its business and to inform you of this and instruct you to change inappropriate attire. Some clothing, such as jeans, normally judged unacceptable for work, will be allowed on casual dress days and on other special occasions with permission from the Director.

18. Alcohol and drug use

Use of alcoholic beverages is prohibited on all library property.

The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited on library property. Employees violating that prohibition will be terminated. Employees working under the influence of alcohol or under the influence of illegally-used drugs may also be terminated. All violations will be reported to local law enforcement authorities.

An employee must notify the Director of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction. Such conviction will result in dismissal.

19. Discipline

The Jasper County Public Library makes no promise of continued employment or employment for a specific period of time. The employer-employee relationship remains at-will. An individual's employment will continue only so long as the employee is satisfied with the library, and the library is satisfied with the employee.

Any employee who fails to perform the job satisfactorily, or is otherwise guilty of misconduct or insubordination, will be subject to discipline. In many cases, progressive discipline will be employed, including counseling, verbal warnings followed by written warnings, before more drastic measures are taken. Because circumstances vary in each case, each situation will be handled on an individual basis.

20. Outside Employment

JCPL does not prohibit employees from outside employment. The job cannot, however, interfere with meeting the staffing needs of JCPL.

21. **Workers Compensation**

This insurance covers employee work-related injuries. It pays for medical expenses and for time off work due to the injury according to WC Regulations. The employee may use paid sick leave to make up the difference between workers' compensation time-off reimbursement and the employee's normal wage for that time period.

22. **Telecommuting**

Telecommuting arrangements will only be allowed at the discretion of the Director.

Adopted 10/93; revised 4/17; revised 4/19

Jasper County Public Library Volunteers 2019

DeMotte Library

Boy Scout Troop 157 4 hrs
Boy Scout Troop 167 4 hrs
Paige Bachorski, 4 hrs
Jennifer Beedle, 8 hrs
Alison Boissy, 13hrs
Kaysie Cummins, 8hrs
JJ Farmer, 3 hrs
Teddy Georgopoulos, 2 hrs
Allie Jo Gibbons, 3.5 hrs
Grace Hernandez-Schumacher, 7 hrs
Jordan Holt, 7.5 hrs
Jenna Huffman, 1 hr
Ethan Kelly, 1 hr
Ariana Osegura, 1.5 hrs
Stone Ruffalo, 14 hrs
Allison Smolek, 10 hrs
Sophie Sullivan, 9 hrs
Ava Trainor, 3 hrs
Mia Woodworth, 6 hrs
Juan Rios Perez 4 hrs
Theresa Chesnut 20 hrs
Jerusha Segers 4 hrs
Robert Parrish 24 hrs
Sydney DeVries 6 hrs
Joel Krauklis 90 hrs

Wheatfield Library

Danin Richardson	8th grade KVMS	5 hours
Rylea Wireman	7th grade KVMS	8 hours
Logan Raymond	7th grade KVMS	6 hours
Lauren Helfrich	7th grade homeschooler	6 hours
Shain Watson	10th grade KVHS	5 hours
Catherine Cavinder	12th grade KVHS	3.5 hours
Sabrina Dennie	11th grade KVHS	10 hours
Halee Griffey	12th grade KVHS	6 hours
Abigail Hazlett	11th grade KVHS	10 hours
Sonya Odle	12th grade KVHS	4 hours
Emily Ptacek	12th grade KVHS	4 hours
Emily Kwiatkowski	12th grade KVHS	4 hours

Rensselaer Library

Volunteer Names	**Type**	**Hours Per Week**	**Other Hours**
Paula Reed	Adult	2	
Janett Kingman	Adult	2	
Susan Murray	Adult		Hiatus (may be returning in April!)
Kiersten Manis	Teen		As needed by Janice and Nancy
Kaitlyn Lakin	Teen		"
Ryleigh Lakin	Teen		"
Lincoln Manis	Teen		"
Several people	CDC	8 to 10	
Ashley Ellrich	Help @ Home	1	

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Resolution to Request Advance Draw

Whereas, it has been determined that the Jasper County Public Library needs additional funds to operate; therefore, we the Board of Trustees of the Jasper County Public Library do resolve to approve this request to the County Auditor and County Treasurer for 95% of all possible revenues received to date for the Library Operating Fund and General Obligation Bond Fund to the Jasper County Public Library, payable 30 days from the date of this resolution.

ADOPTED THIS __8th____ DAY OF _____April_____________, 2019.

NAY	AYE
______________________	Camille L. Harper
______________________	Natalie A. Waling
______________________	Jody Melton
______________________	______________________
______________________	______________________
______________________	______________________
______________________	______________________

ATTEST: Jody Melton

Secretary of the Jasper County Public Library Board

FILED
APR 09 2019
Kimberly K. Grow
Auditor, Jasper Co.

As I reflect on the Harwood training,
I would like to say,
thank you!

Thank you to the JCPL board for permission to attend.

Thank you to Patty Stringfellow for applying for the scholarship.

Thank you to Janet Umlauf for attending with us.

Thank you to MCLS for offering this training and arranging all the details.

Thank you to our Harwood trainers who led us on this path of turning outward and engaging our communities.

I am eager to apply all I have learned — joyfully.

Debbie
Kristoff

Director's Report
March 2019

Consent Agenda

You will be approving the minutes of the March board meeting, bills, and financial reports.

2019 Salary Ordinance Update: There were updates this month. Please see R 7. **If you approve the Consent Agenda items, you will approve the updates to the 2019 Salary Ordinance as presented.**

Policies for Review: I recommend revisions to our FMLA/Military Leave Policy and Personnel Policy. Please see R 10 & R 25. The proposed revisions for our FMLA/Military Leave Policy come directly from our employment law attorney. I ask him to review the policy every other year to make certain we are following best practice, and then I present his recommendations to you for approval. The proposed revisions for the Personnel Policy are to clarify language for staff and to update the salary schedule which we do in odd numbered years as per Policy. I have included a definition for '2 years college' in the section for Salary Classification. The policy has never included this explanation, but it should. This is how we define 2 years of college when hiring. It is good to get this into the policy. I have added Youth Services Specialist to the list of classifications. We do have one person in this role, a staff member with years of library experience and experience working with children but no library certification as she was hired at a time when library certification was not handled as it is now. The most significant recommendation for change occurs under - Vacations. We recommend adding 10+ years of service with a schedule of 2.5 days per month of earned vacation credit for Librarians, Business Manager, Youth Services Specialist, Systems Administrator, and Director. As we reviewed our policy with the Management Team it was pointed out that it would be very nice to allow our top tier employees to earn 6 additional days of vacation after 10 years of service. It is a great way to honor 10 or more years of service and from my perspective will not pose any operational concerns. If you approve this revision to how vacation credits are earned, we will tabulate earnings this year to be used next year which is how vacation is handled currently. In the section on Travel we have added a directive about personal reward programs and expenses related to travel. As a matter of ethics we do not feel that employees should use their personal reward programs for work-related expenses. **If you approve the Consent Agenda items, you will approve the revisions to the FMLA/Military Leave Policy and Personnel Policy as presented.**

General Business:

Building Insurance: On April 4 I received an email from our agent Stace Pickering stating that he had received the final quote for building insurance and that he was working on putting everything together. He reported that numbers look good. Rayann and I are meeting with Stace Monday morning to review the information so that I will be prepared to make a recommendation to the Board. Stace will be attending our April board meeting.

Annual Impacts - Report of DeMotte Branch Librarian and Youth Services Librarian: Debbie Kristoff and Shannon Heldak will present their Annual Impact Reports at the April Board meeting, reporting on adult and youth services.

Purge of Patron Records: We purge our patron database on an annual basis, removing patrons who have a zero balance, no items out, and a date of last activity of at least one year. It is our policy to leave patrons in our database when their library cards are inactive but they still owe fines and/or have not returned overdue materials. We would like to purge our patron database of patrons owing $1 or less, with no items out, and whose card expired prior to January 1, 2016. We wish to do this because the fees that we pay for some of our database licenses and our movie licensing agreements are based upon our total number of registered borrowers. Having people in our database who owe us small amounts of money may end up costing the library more than fees we would potentially collect from them. Board approval is needed to purge our patron database of patrons owing $1 or less, with no items out, and whose card expired prior to January 1, 2016.

Advance Tax Draw: To ensure that we receive tax money just as soon as it is available for distribution we should request an advance tax draw. You need to pass a resolution to approve requesting an advance tax draw.

Harwood Update: Our Harwood trainers asked us to submit an Impact Statement by April 1, explaining what we want to accomplish using the Harwood Practice by January 2020. We have submitted our statement, and I have included a portion of it in my report for your review: By January 2020 Jasper County Public Library will write and adopt a new Long Range Plan that addresses community aspirations. We will change our work culture to Turning Outward. To accomplish this we will immerse our staff and Board in the Harwood practice, training them on concepts and changing our work culture to turning outward. We will utilize the Turn Quiz to help us shift our focus to Turning Outward. We will engage our staff/Board/community partners by asking: what are your aspirations for our community; what challenges might we face in reaching these aspirations; what changes are needed in our community to reach our aspirations? This is to ensure that our actions are rooted in people's shared aspirations. We will utilize the Aspirations Exercise to create a focus on what can be done together. We will listen deeply.

Report on JCPL Volunteers: Last October a board member asked how the board might acknowledge/thank library volunteers. This was discussed at the October Management Meeting and our current approach at each library is: Wheatfield puts volunteer names in the paper and has a pizza party; DeMotte has a pizza party for teens, writes thank-you notes, gets gifts, verbal thank-yous; Rensselaer has a pizza party for teens, thank-yous and small tokens are given, coffee tea & chocolates are made available during People Count Week; DeMotte and Wheatfield provide a thank-you breakfast and carry in for the Friends when they decorate for the holidays and take the decorations down. Thank-you notes/letters from a board member would be welcomed. I suggested a volunteer report to the board presented annually in April, and the board agreed this would be welcomed. Please see R 40. This list will help you be better aware of who volunteers so that you can possibly thank them in person when you see them or write thank-you notes if you wish.

Director Review: You will be doing my evaluation at the May board meeting in an executive session. In your board folders (the folders you receive on the night of the board meeting) you will find a copy of my self-evaluation and a blank evaluation form for you to fill out. I have provided a stamped envelope for you to use to mail this evaluation form to Kristie Housman, chair of the director's evaluation committee. Kristie will need to provide you with a deadline so that the committee can meet to prepare a written evaluation for me before the May meeting. At the May meeting the evaluation will be discussed by the whole board and then presented to me in the executive session. Jody Melton and Janelle Harper also serve on this committee.

Director's Report

I want to share Evie's thoughts about the Harwood Lab. You know how valuable Janet and I found this experience. Here are Evie's words – *"I think the highlight of March was definitely Harwood! It was such a great workshop, and I am really looking forward to implementing what we learned into our day-to-day actions, as well as in constructing our next long-range plan! I also felt that it was great to have a board member involved, as it allowed us to get to know her a bit better, and (I think) she got a better idea of how we work."*

Staff from each of our libraries visited Newton County Public Library in March to learn about their Escape Room programs. JCPL staff wishes to offer this type of program at each of our libraries this year. Staff who attended found the visit very helpful. Debbie reports, "JCPL staff participated in a Breakout program at the Lake Village branch of the Newton County Public Library. It was really great to actually do the program. Then the staff learned how the program was created and how to reuse items for new themes. We think it's definitely something we can do in the near future. Trivia nights and other programs were discussed too. It was an informative visit and the staff came back very excited."

Save the Date – the next NILBA Dinner will be May 1, 2019 at the Farmhouse. I will share details at our Monday meeting.

I will be meeting with Harry Mohler April 16 to discuss our DeMotte parking lot project. Additionally I am working with Ed Dumas to combine our 14 DeMotte Library parcels into 1 parcel which will save us money on our ditch tax moving forward.

Janet and I attended ILF Statehouse Day speaking to legislators about proposed legislation and thanking them for their support of INSPIRE and internet connectivity. We both agreed it was a great day of library advocacy.

National Library Week will be celebrated April 7-13. Special events include: daily prize giveaways for adults and a coloring contest for children, ages 3-11. I recorded a radio spot for WLQI about our plans. The theme this year is *Libraries=Strong Communities*. In the radio spot I explained that this year's theme is perfect for us as we are actively engaged in turning outward, putting our community front and center, asking "What kind of community do you want?" We realize the importance of working together to strengthen our community.

Children's Librarians have been hard at work on Summer Reading plans-ordering supplies, scheduling performers, and preparing for school visits. This year's theme is Universe of Stories!

Rayann and I will meet with George Kontol of Northwest Geothermal to discuss interior library lighting and ways that we might retrofit our current fixtures to save on energy, utility costs, and maintenance. Last year we retrofitted exterior lighting. Now I would like to focus on interior lighting. Our goals are to reduce library utility and maintenance costs, save energy, and improve illumination wherever possible.

Rayann, Donna, and I are collaborating on Staff Handbook revisions which will be distributed in May. This is a time consuming but necessary endeavor.

System Administrator News

Sheila reports that she "removed the portable scanner driver and software from all multi-use PCs; uninstalled Office 2007 and installed Office 2013 on all Multi-Use PCs, word processing pcs, and the pc in the Indiana Room at DeMotte Library. She spent a bit of time troubleshooting issues with patron copier printer settings reverting with reboot of Envisionware admin laptop. I think I may have figured out the issue. I'll have to wait to see if it happens again before I know whether I fixed it."

Technical Services News

I asked Becky and Linda to write a process for waiving Galaxy fines/fees after the board approved our waiving them. We needed a uniform process across libraries, and they did a great job guiding our efforts. Becky reports, "Galaxy Fines! I met with Linda Poortenga to flesh out procedures to waive Galaxy Fines. We wrote out a list of step by step instructions, as well as a general overview, giving a completion date of May 31, 2019. I took a survey for TLC to give them feedback about how we currently use Serials, and what we would want in future Serials software."

DeMotte Library News

Line dancing for beginners meets weekly. It started in March and has grown in number of participants each week. It is a fun time to highlight "Let's Move In Libraries" and enjoy laughter, music, exercise, and learning together. I am excited about two programs I have planned for April – a class and demonstration on the instant pot; and an author visit from a local author (he was kicked out of IUNW – learned how to better use his time and set goals – and is now a distinguished professor at the same college he was kicked out of – he is now teaching, writing books, and helping students - he will share his story and new book)."

Rensselaer Library News

Linda reports, "Our building is holding up well, this has been a crazy season for the weather. Dan has been sprucing up the outside plantings in preparation for the flowers. Our bottle filler filter hit yellow, almost exactly 1 year and ~7000 bottles saved from landfills. Our Adult Winter Read continues to be a success, we had 182 people participate, and 719 slips were turned in. We received a lovely thank you from one of our weekly winners! We are going to continue offering Combat Coffee as the group overwhelmingly said they wanted to continue to meet."

Wheatfield Library News

Evie reports, "Carolynn started a new program here, the "Social Club," primarily for young, (mostly) independent adults on the autism spectrum or with mild special needs. The purpose of this group is to create connections and encourage communication with like-ability individuals. JCPL already offers a couple of programs geared toward more moderately disabled individuals, but we found we were missing an opportunity to reach this specific group. Her first session went well and the group is very eager to get together again! "

Please contact me if you are unable to attend the April board meeting or if you have any questions about material in your packet.-Patty

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JCPL FINANCIAL STATEMENT

March 31, 2019

	Beginning 2019 Balance	Current Month Disbursements	Y-T-D Disbursements	Current Month Receipts	Y-T-D Receipts	Ending Balance
Operating Fund	$769,507.09	$179,749.24	$538,779.44	$57,406.79	$172,603.03	$403,330.68
Public Library Access Card Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Gift Fund	$19,919.87	$1,665.86	$2,918.02	$2,382.66	$9,582.24	$26,584.09
DeMotte	$5,295.26	$157.65	$470.04	$238.93	$3,983.71	$8,808.93
Rensselaer	$11,498.67	$1,475.39	$1,655.48	$1,858.03	$4,987.83	$14,831.02
Wheatfield	$3,125.94	$32.82	$792.50	$285.70	$610.70	$2,944.14
Library Improvement Reserve Fund	$231,768.60	$0.00	$0.00	$18.42	$55.88	$231,824.48
Bond & Interest Redemption Fund	$3,142.90	$0.00	$0.00	$0.00	$0.00	$3,142.90
Rainy Day Fund	$2,249,509.13	$0.00	$0.00	$4,245.20	$12,223.38	$2,261,732.51
Includes Investments of: $2,063,391.27						
State Technology Fund Grant Fund	$0.00	$1,782.00	$5,346.00	$0.00	$20,244.00	$14,898.00
Capital Projects Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Includes Investments of:						
Host/Hospitality Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Levy Excess Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Sales Tax	$220.62	$0.00	$198.89	$10.68	$25.04	$46.77
Construction Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Petty Cash Funds	$120.00	$0.00	$0.00	$0.00	$0.00	$120.00
Cash Change Fund	$150.00	$0.00	$0.00	$0.00	$0.00	$150.00
Insurance Refund Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Insurance Settlement Fund	$0.00	$0.00	$0.00	$0.00	$6,766.67	$6,766.67
Payroll Withholding Accts.						
FIT Tax Collected	$0.00	$6,922.28	$21,464.38	$6,922.28	$21,464.38	$0.00
FICA Tax Collected	$0.00	$7,767.22	$23,958.40	$7,767.22	$23,958.40	$0.00
State Tax Collected	$0.00	$3,483.98	$10,726.31	$3,483.98	$10,726.31	$0.00
County Tax Collected	$0.00	$2,717.45	$8,394.84	$2,717.45	$8,394.84	$0.00
Deferred Comp.	$0.00	$2,840.00	$8,520.00	$2,840.00	$8,520.00	$0.00
#125 Pre-tax Plan	$48.16	$3,604.81	$10,814.68	$3,606.60	$10,772.24	$5.72
Employee Life Insur.	$0.88	$243.95	$742.85	$243.94	$741.94	($0.03)
Employee INPRS	$0.00	$3,230.49	$9,944.74	$3,230.49	$9,944.74	$0.00
Garnishments	$23.47	$160.34	$551.43	$160.34	$527.96	$0.00
Credit Union	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
EIC	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
TOTAL ALL FUNDS....................	$3,274,410.72	$214,167.62	$642,359.98	$95,036.05	$316,551.05	$2,948,601.79

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Bank Balances

Jasper County Public Library

Report as of: **03/31/19**

	Bank	
1	Alliance Bank	$884,940.52
2	Cash On Hand	$270.00
3	IN-02-0225-0001 TrustINdiana	$2,063,391.27
	Total all banks =	**$2,948,601.79**

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

OPEN INVESTMENTS:

Renewal Date	CD/ACCT #	Issued By	Terms	Principal	%-Interest	Fund	Date Invested	Interest Earned	Comments
	IN-02-0225-0001	TrustINdiana	N/A	$2,000,000.00		Rainy Day	05/15/17	$4,142.20	Jan-19
								$3,803.93	Feb-19
								$4,229.44	Mar-19

CLOSED INVESTMENTS:

TOTAL INTEREST EARNED:	**$12,175.57**

F2e1

Appropriation Report for 100OPERATING FUND

Jasper County Public Library

Report Date: From 03/01/19 *To* 03/31/19

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent*
1. Personal Services							
1.11 SALARY OF LIBRARIAN	$77,251.00	$0.00	$77,251.00	$6,437.60	$19,219.20	$58,031.80	75.1
1.12 SALARY OF ASSISTANTS	$1,153,291.00	$0.00	$1,153,291.00	$91,664.15	$282,796.66	$870,494.34	75.5
1.13 WAGES OF JANITORS	$95,314.00	$0.00	$95,314.00	$6,414.63	$20,067.81	$75,246.19	78.9
1.21 EMPLOYER'S SHARE-FICA	$101,428.00	$0.00	$101,428.00	$7,767.22	$23,958.40	$77,469.60	76.4
1.22 UNEMPLOYMENT COMPENSATION	$2,482.00	$0.00	$2,482.00	$0.00	$223.48	$2,258.52	91.0
1.23 EMPLOYER'S CONTRIB.- PERF	$117,580.00	$0.00	$117,580.00	$9,495.15	$29,281.17	$88,298.83	75.1
1.24 EMPLOYER'S CONTRIB.- INS.	$169,655.00	$0.00	$169,655.00	$9,571.81	$33,187.26	$136,467.74	80.4
Subtotal	*$1,717,001.00*		$1,717,001.00	$131,350.56	$408,733.98	$1,308,267.02	76.2
2. Supplies							
2.11 OFFICIAL RECORDS	$500.00	$0.00	$500.00	$0.00	$0.00	$500.00	100.0
2.12 STATIONERY AND PRINTING	$1,000.00	$0.00	$1,000.00	$0.00	$0.00	$1,000.00	100.0
2.13 OTHER OFFICE SUPPLIES	$8,000.00	$0.00	$8,000.00	$89.90	$1,040.66	$6,959.34	87.0
2.21 CLEANING & SANITATION SUPPLIES	$6,500.00	$0.00	$6,500.00	$731.02	$1,267.53	$5,232.47	80.5
2.23 OTHER OPERATING SUPPLIES	$6,000.00	$0.00	$6,000.00	$21.93	$443.47	$5,556.53	92.6
2.31 BUILDING MATERIALS & SUPPLIES	$2,000.00	$0.00	$2,000.00	$0.00	$20.58	$1,979.42	99.0
2.32 PAINT AND PAINTING SUPPLIES	$400.00	$0.00	$400.00	$0.00	$0.00	$400.00	100.0
2.33 REPAIR PARTS	$1,000.00	$0.00	$1,000.00	$0.00	$17.66	$982.34	98.2
2.41 LIBRARY SUPPLIES	$17,400.00	$0.00	$17,400.00	$997.00	$2,949.33	$14,450.67	83.0
2.42 MARKETING SUPPLIES	$100.00	$0.00	$100.00	$0.00	$0.00	$100.00	100.0
Subtotal	*$42,900.00*		$42,900.00	$1,839.85	$5,739.23	$37,160.77	86.6
3. Other Services and Charge							

F3a

F3b

Account #	Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
3.13	LEGAL SERVICES	$7,000.00	$0.00	$7,000.00	$210.00	$390.00	$6,610.00	94.4
3.14	OTHER PROFESSIONAL SERVICES	$16,500.00	$0.00	$16,500.00	$32.64	$169.91	$16,330.09	99.0
3.145	DATABASES & LICENSING SERVICES	$25,034.00	$0.00	$25,034.00	$0.00	$0.00	$25,034.00	100.0
3.146	E-BOOKS SERVICES	$31,500.00	$0.00	$31,500.00	$0.00	$7,625.00	$23,875.00	75.8
3.147	APPS	$100.00	$0.00	$100.00	$0.00	$0.00	$100.00	100.0
3.21	TELEPHONE	$12,000.00	$0.00	$12,000.00	$1,131.52	$2,582.69	$9,417.31	78.5
3.22	POSTAGE	$2,500.00	$0.00	$2,500.00	$18.55	$457.00	$2,043.00	81.7
3.23	MILEAGE	$20,000.00	$0.00	$20,000.00	$979.48	$2,464.62	$17,535.38	87.7
3.24	PROFESSIONAL MEETINGS	$12,000.00	$0.00	$12,000.00	$608.63	$1,511.54	$10,488.46	87.4
3.25	FREIGHT	$1,800.00	$0.00	$1,800.00	$152.68	$265.95	$1,534.05	85.2
3.26	NETWORKING	$86,400.00	$0.00	$86,400.00	$1,242.20	$1,242.20	$85,157.80	98.6
3.31	ADVERTISING & PUBLIC NOTICES	$800.00	$0.00	$800.00	$461.04	$481.04	$318.96	39.9
3.33	MARKETING ADVERTISING	$2,500.00	$0.00	$2,500.00	$0.00	$0.00	$2,500.00	100.0
3.41	OFFICIAL BONDS	$500.00	$0.00	$500.00	$0.00	$300.00	$200.00	40.0
3.42	OTHER INSURANCE	$30,000.00	$0.00	$30,000.00	$0.00	$3,645.00	$26,355.00	87.9
3.51	GAS	$25,000.00	$0.00	$25,000.00	$2,116.96	$7,223.58	$17,776.42	71.1
3.52	ELECTRICITY	$110,000.00	$0.00	$110,000.00	$6,082.66	$18,951.44	$91,048.56	82.8
3.53	WATER	$4,000.00	$0.00	$4,000.00	$243.34	$800.34	$3,199.66	80.0
3.54	WASTE DISPOSAL SERVICES	$8,000.00	$0.00	$8,000.00	$667.14	$2,009.72	$5,990.28	74.9
3.61	BUILDING & STRUCTURES	$118,270.00	$0.00	$118,270.00	$11,307.61	$15,132.26	$103,137.74	87.2
3.62	EQUIPMENT REPAIRS	$2,000.00	$0.00	$2,000.00	$0.00	$0.00	$2,000.00	100.0
3.72	EQUIPMENT RENTALS	$300.00	$0.00	$300.00	$106.45	$186.35	$113.65	37.9
3.91	DUES	$2,000.00	$0.00	$2,000.00	$190.00	$1,757.18	$242.82	12.1
3.93	TAXES & ASSESSMENTS	$300.00	$0.00	$300.00	$0.00	$0.00	$300.00	100.0
3.94	TRANSFER TO LIRF	$50,000.00	$0.00	$50,000.00	$0.00	$0.00	$50,000.00	100.0
3.95	BOOK REIMBURSEMENT	$200.00	$0.00	$200.00	$0.00	$8.99	$191.01	95.5

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
3.96 PETTY CASH	$120.00	$0.00	$120.00	$0.00	$0.00	$120.00	100.0
3.98 MAINTENANCE/SERVICE CONTRACTS	$112,754.00	$0.00	$112,754.00	$1,614.72	$20,883.56	$91,870.44	81.5
Subtotal	*$681,578.00*		$681,578.00	$27,165.62	$88,088.37	$593,489.63	87.1
4. Capital Outlays							
4.4 FURNITURE & EQUIPMENT	$82,681.00	$0.00	$82,681.00	$119.88	$384.88	$82,296.12	99.5
4.51 BOOKS	$150,000.00	$0.00	$150,000.00	$11,381.88	$21,176.67	$128,823.33	85.9
4.52 PERIODICALS & NEWSPAPERS	$22,000.00	$0.00	$22,000.00	$2,552.03	$4,665.06	$17,334.94	78.8
4.53 NONPRINTED MATERIALS	$60,000.00	$0.00	$60,000.00	$5,339.42	$9,991.25	$50,008.75	83.3
Subtotal	*$314,681.00*		$314,681.00	$19,393.21	$36,217.86	$278,463.14	88.5
Grand Total	$2,756,160.00	$0.00	$2,756,160.00	$179,749.24	$538,779.44	$2,217,380.56	80.5

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

F3c

Appropriation Report for 155STATE TECHN.FUND GRANT

F3d

Jasper County Public Library

Report Date: From **03/01/19** *To* **03/31/19**

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent*
3. Other Services and Charge							
3.26 NETWORKING	$0.00	$0.00	$0.00	$1,782.00	$5,346.00	($5,346.00)	#Div/0!
Subtotal	*$0.00*		$0.00	$1,782.00	$5,346.00	($5,346.00)	#Div/0!
Grand Total	$0.00	$0.00	$0.00	$1,782.00	$5,346.00	($5,346.00)	#Div/0!

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

F4a

Voucher List

Jasper County Public Library

Report Date: From **03/01/19** ***To*** **03/31/19**

Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	**Total**
0	143	PAYROLL	03/08/19	PAYROLL	$49,221.93
0	144	CHRISTINA SANDERS	03/08/19	Courier Mileage 2/16/19-2/28/19 (Conf. #772)	$323.64
0	145	GREAT-WEST RETIREMENT S	03/08/19	Annuity Withheld 3/8/19 payroll (Conf. #774)	$1,420.00
0	146	INDIANA CHILD SUPPORT BU	03/08/19	Child Support Garnishment: Andrea Prescaro 3/8/2019 Payroll (Payment #1890320190307101054)	$80.17
0	147	INPRS fbo PERF	03/08/19	INPRS Contributions 3/8/19 Payroll	$6,031.01
0	148	IRS USA TAXPAYMENT	03/08/19	Federal Withholding, Medicare, & FICA withheld 3/8/19 Payroll & Ins. (Acknowledgement 54607121)	$10,466.49
0	149	REPUBLIC SERVICES #715	03/08/19	Wh: Trash Service- March 2019 (Conf #770)	$147.64
0	150	TOWN OF DEMOTTE	03/08/19	DeM: Sewer & Water- February 2019 (conf# 771)	$179.99
0	151	TOWN OF WHEATFIELD	03/08/19	Wh: Sewer Service- March 2019 (Conf# 773)	$77.35
36761	152	AARON'S LAWN CARE	03/11/19	DeM & Wh: Snow removal 1/26-2/20/19	$2,490.00
36762	153	ACE HARDWARE	03/11/19	Screws	$3.18
36763	154	ADVANCED IMAGING SOLUTI	03/11/19	Patron copiers quarterly maintenance agreement 2/28-5/29/19	$411.69
36764	155	ANTHEM BLUE CROSS BLUE	03/11/19	Health Insurance premiums- March 2019	$11,758.24
36765	156	ANTHEM LIFE	03/11/19	Life Insurance premiums- March 2019	$100.98
36766	157	BAKER & TAYLOR	03/11/19	Books, Continuations, AV, Auto. Yours	$10,894.25
36767	158	BAKER & TAYLOR ENTERTAIN	03/11/19	AV	$3,406.38
36768	159	BLUETARP FINANCIAL, INC	03/11/19	Snow shovel	$11.49
36769	160	BUSINESS CARD	03/11/19	Library supplies, book, background checks, software license, professional meeting expenses, postage	$572.71
36770	161	CHICAGO TRIBUNE	03/11/19	Rens: Newspaper subscription, 6 months, Acct# 10433615	$240.50
36771	162	CULLIGAN WATER CONDITIO	03/11/19	Wh: Water Cooler Rental-March 2019	$12.45
36772	163	D & S COMPUTER SERVICES	03/11/19	Hosting 1st Quarter 2019	$120.00
36773	164	DEBORAH KRISTOFF	03/11/19	Mileage 1/18-2/27/19	$118.90
36774	165	DELTA DENTAL	03/11/19	Dental Insurance premiums- March 2019	$572.04
36775	166	ENA SERVICES LLC	03/11/19	Internet service for February 2019	$1,782.00
36776	167	GALE/CENGAGE LEARNING	03/11/19	Continuations	$920.73
36777	168	HP PRODUCTS CORPORATIO	03/11/19	Janitorial supplies	$339.21
36778	169	ICC BUSINESS PRODUCTS	03/11/19	File pocket, bandages, flashlights, chairmat	$52.27
36779	170	INDIANA WASTE SERVICE	03/11/19	DeM: Trash Pick-up, March 2019	$94.75
36780	171	JASPER COUNTY HISTORICAL	03/11/19	Vintage Views Issue #28	$10.00
36781	172	KANKAKEE VALLEY PUBLISHI	03/11/19	LAR legal ad, job posting	$461.04
36782	173	KROGER GARDIS & REGAS, L	03/11/19	Legal Assistance: FMLA	$210.00
36783	174	KROOSWYK PLUMBING, HEAT	03/11/19	DeM: Plumbing repairs	$2,953.94
36784	175	LINDA POORTENGA	03/11/19	Mileage 1/17-2/15/19	$127.60
36785	176	MAGAZINE SUBSCRIPTION SE	03/11/19	Annual June - August Magazine Subscription Renewals	$2,171.53
36786	177	MICHAEL R. ANDERSON	03/11/19	Rens: Snow removal 1/12-2/20/19	$1,825.00
36787	178	MIDWEST TAPE	03/11/19	AV	$760.51
36788	179	NIMBO IP LLC	03/11/19	Monthly Managed Service Fee	$815.00
36789	180	NIPSCO	03/11/19	DeM & Wh: Gas & electric service 2/1-3/1/19	$5,220.06
36790	181	NITCO	03/11/19	DeM: Local Phone & Fax Service March 2019	$178.16
36791	182	POST TRIBUNE	03/11/19	DeM: Newspaper subscription, 6 months, Acct# 44365252	$130.00
36792	183	ROEING CORPORATION	03/11/19	Charging cables	$119.88
36793	184	SUNRISE PACKAGING INC.	03/11/19	Audiobook cases	$665.36
36794	185	TEI LANDMARK AUDIO	03/11/19	Playaways	$331.43
36795	186	UNIQUE MANAGEMENT SERVI	03/11/19	Collections: Initial/Secondary Placements- February 2019	$80.55

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Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
36796	187	U.S. POSTAL SERVICE	03/11/19	DeM: PO Box 16 Rental	$94.00
36797	188	VISION SERVICE PLAN	03/11/19	Vision Insurance Premiums- March 2019	$190.88
36798	189	WAL-MART COMMUNITY/SYN	03/11/19	Library supplies, AV return	$65.79
36799	190	AMERICAN LIBRARY ASSOCIA	03/11/19	Bookmarks	$61.95
36800	191	ANDREA PRESCARO	03/11/19	Mileage 12/19/18-3/6/19	$13.78
36801	192	CENTER POINT PUBLISHING	03/11/19	Books	$546.48
36802	193	CENTURYLINK	03/11/19	Rens: Fax line service- March 2019	$56.26
36803	194	CENTURYLINK	03/11/19	DeM: Long distance service- February 2019	$17.25
36804	195	CULBRETH'S LAWN & TREE L	03/11/19	DeM: Removal of sycamore tree and crown reduction on maple tree	$1,430.00
36805	196	DEMCO	03/11/19	Non print, library supplies	$854.51
36806	197	DEMOTTE CHRISTIAN SCHOO	03/11/19	2018-2019 DeMotte Christian School yearbook	$35.00
36807	198	HP PRODUCTS CORPORATIO	03/11/19	Janitorial supplies	$359.41
36808	199	INDIANA GROCERY GROUP, L	03/11/19	NWI Directors meeting expenses, Management meeting expenses	$34.79
36809	200	PRECISION CONTROL SYSTE	03/11/19	DeM. & Rens: HVAC repairs & maintenance	$3,964.20
36810	201	QUILL CORPORATION	03/11/19	Office, janitorial, & library supplies	$114.37
36811	202	RENSSELAER ROTARY CLUB	03/11/19	1st quarter 2019 dues	$190.00
36812	203	THE LIBRARY CORPORATION	03/11/19	TLCU Conference registrations: R. Amalong, M. Molenaar	$598.00
0	204	PAYROLL	03/25/19	PAYROLL	$55,294.45
0	205	AFLAC	03/25/19	Supplemental Insurance March 2019 (Conf #776)	$798.43
0	206	ALLIANCE BANK	03/25/19	Direct Deposit Fees - February 2019	$36.70
0	207	CENTURYLINK	03/25/19	Wh: Fax line March 2019 (Conf #775)	$64.85
0	208	CHRISTINA SANDERS	03/25/19	Courier Mileage 3/1/19-3/15/19 (Conf. #777)	$395.56
0	209	CITY OF RENSSELAER	03/25/19	RENS: Utilities 2/7/19-3/7/2019 (Conf. #778)	$3,390.31
0	210	GREAT-WEST RETIREMENT S	03/25/19	Annuity Withheld 3/25/19 payroll (Conf. #779)	$1,420.00
0	211	INDIANA CHILD SUPPORT BU	03/25/19	Child Support Garnishment: Andrea Prescaro 3/25/2019 Payroll (Payment #1890320190320172316)	$80.17
0	212	INDIANA DEPARTMENT OF RE	03/25/19	State & County Taxes withheld March 2019 Payrolls (Ref. #12798)	$6,201.43
0	213	INPRS fbo PERF	03/25/19	INPRS Contributions 3/25/19 Payroll	$6,694.63
0	214	IRS USA TAXPAYMENT	03/25/19	Federal Withholding, Medicare, & FICA withheld 3/25/19 Payroll & Ins. (Acknowledgement 05745508)	$11,990.23
0	215	SPRINT	03/25/19	Hotspot Data Service 2/12-3/11/19 (Conf #780)	$1,242.20
0	216	SQUARE, INC	03/31/19	Merchant Processing Fees- March 2019	$21.94

F4c

Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	**Total**
				Total Amount of Claims	**$214,167.62**

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Tuesday, April 02, 2019

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 **pages, and except**

for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of **$214,167.62**

Date this 8th **day of** April **,20** 19 **.**

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

F5a

JASPER COUNTY PUBLIC LIBRARY
Receipt Breakdown
March 31, 2019

	THIS MONTH	YEAR-TO-DATE	TOTAL RECEIPTS THIS MONTH	TOTAL RECEIPTS YEAR-TO-DATE
FINES & FEES:			$2,409.09	$7,454.06
DeMotte	$505.01	$1,927.62		
Rensselaer	$1,218.32	$3,553.57		
Wheatfield	$685.76	$1,972.87		
PHOTOCOPIES:			$671.55	$2,202.72
DeMotte	$265.60	$746.35		
Rensselaer	$284.35	$1,045.57		
Wheatfield	$121.60	$410.80		
INTEREST (Checking, Repurchase, CDs):			$40.95	$154.30
TAXES:			$54,132.66	$162,397.98
Property Tax	$0.00	$0.00		
LOIT	$0.00	$0.00		
License Excise Tax	$0.00	$0.00		
Financial Institution Tax	$0.00	$0.00		
CVET(Commercial Vehicle Excise)	$0.00	$0.00		
Local Option/Certified Shares	$0.00	$0.00		
Local Option/Property Tax Repl.	$0.00	$0.00		
LIT Certified Shares	$54,132.66	$162,397.98		
TAXABLE SALES:-			$2.54	$7.62
REFUNDS:			$150.00	$386.35
Rebates/Refund	$0.00	$0.00		
Insurance Claims/Reimbursements	$0.00	$0.00		
Meeting Room Rental	$150.00	$350.00		
Reimbursement	$0.00	$0.00		
Fixed Asset Sales	$0.00	$0.00		
Miscellaneous Receipts	$0.00	$36.35		
Interfund Transfer	$0.00	$0.00		
TOTAL OPERATING FUND RECEIPTS			**$57,406.79**	**$172,603.03**
PLAC FUND:			$0.00	$0.00
GIFT FUNDS:			$2,382.66	$9,582.24
DeMotte	$238.93	$3,983.71		
Rensselaer	$1,858.03	$4,987.83		
Wheatfield	$285.70	$610.70		
LIB. IMPROV. RESERVE FUND:			$18.42	$55.88
Interest Earned	$18.42	$55.88		
Transfer from OPERATING	$0.00	$0.00		
BOND & INTEREST REDEMPTION FUND:			$0.00	$0.00
Property Tax	$0.00	$0.00		
License Excise Tax	$0.00	$0.00		
Financial Institution Tax	$0.00	$0.00		
CVET(Commercial Vehicle Excise)	$0.00	$0.00		
Interfund Transfer	$0.00	$0.00		
RAINY DAY FUND:			$4,245.20	$12,223.38
Special CAGIT Distribution	$0.00	$0.00		
Special LOIT Distribution	$0.00	$0.00		
Interest Earned	$4,245.20	$12,223.38		
Interfund Transfer	$0.00	$0.00		
STATE TECHNOLOGY FUND GRANT FUND:-			$0.00	$20,244.00
HOST/HOSPITALITY FUND:-			$0.00	$0.00
LEVY EXCESS FUND:-			$0.00	$0.00
SALES TAX:-			$10.68	$25.04
CASH CHANGE FUND			$0.00	$0.00
INSURANCE REFUND FUND:			$0.00	$0.00
Interfund Transfer	$0.00	$0.00		
INSURANCE SETTLEMENT FUND			$0.00	$6,766.67
SUB-TOTAL (page 1)			**$64,063.75**	**$221,500.24**

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WITHHOLDING ACCOUNT FUNDS:			$30,972.30	$95,050.81
FIT Tax Collected	$6,922.28	$21,464.38		
FICA Collected	$7,767.22	$23,958.40		
State Tax Collected	$3,483.98	$10,726.31		
County Tax Collected	$2,717.45	$8,394.84		
Deferred Comp Plan	$2,840.00	$8,520.00		
Pre-tax Insurance Plans	$3,606.60	$10,772.24		
Life Insurance	$243.94	$741.94		
INPRS	$3,230.49	$9,944.74		
Garnishments	$160.34	$527.96		
Credit Union	$0.00	$0.00		
TOTAL RECEIPTS - ALL FUNDS...			**$95,036.05**	**$316,551.05**

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Voucher List

Jasper County Public Library

Report Date: From **04/01/19** *To* **04/08/19**

Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	*Total*
36813	217	ACE HARDWARE	04/08/19	Maintenance supplies	$53.97
36814	218	ANTHEM BLUE CROSS BLUE	04/08/19	Health Insurance premiums- April 2019	$12,493.13
36815	219	ANTHEM LIFE	04/08/19	Life Insurance premiums- April 2019	$100.98
36816	220	BELFOR USA GROUP, INC.	04/08/19	DeM: Repair & reconstruction of water damaged area	$6,766.67
36817	221	BETTER CONTAINERS MFG. C	04/08/19	Love My Library bags	$269.15
36818	222	CAROLYNN DeVRIES	04/08/19	Mileage 3/19/19	$27.84
36819	223	CREATIVE PRODUCT SOURC	04/08/19	Universe of Stories stickers	$161.20
36820	224	CRESTLINE SPECIALTIES, INC	04/08/19	Promotional earbuds	$409.62
36821	225	DEBORAH KRISTOFF	04/08/19	Mileage 3/20-3/27/19	$104.40
36822	226	DELL MARKETING L.P.	04/08/19	Toner	$401.82
36823	227	DELTA DENTAL	04/08/19	Dental Insurance premiums- April 2019	$540.26
36824	228	DONNA BARKO	04/08/19	Mileage 12/27/18-3/19/19	$19.79
36825	229	ENA SERVICES LLC	04/08/19	Internet service for March 2019	$1,782.00
36826	230	EVELYN S. PARRISH	04/08/19	Mileage 1/3-3/20/19	$318.42
36827	231	GERI-FIT COMPANY LLC	04/08/19	Geri-Fit starter package, stretch bands	$344.85
36828	232	GRAINGER	04/08/19	Light bulbs, ballasts	$566.12
36829	233	HP PRODUCTS CORPORATIO	04/08/19	Trash bags	$45.42
36830	234	JASPER COUNTY TREASURE	04/08/19	DeM: Tax bill for ditch	$336.00
36831	235	KONE, INC.	04/08/19	DeM: Elevator maintenance agreement 4/1-6/30/19	$456.03
36832	236	MELISSA SMITH	04/08/19	Book	$40.60
36833	237	MICHAEL R. ANDERSON	04/08/19	Rens: Snow removal 2/24-3/4/19	$250.00
36834	238	NEILE TRAINOR	04/08/19	Mileage 12/26/18-3/27/19	$126.90
36835	239	NICKOLE HACHLICA	04/08/19	Mileage 3/8-3/21/19	$34.80
36836	240	NIMBO IP LLC	04/08/19	Monthly Managed Service Fee	$815.00
36837	241	NIPSCO	04/08/19	DeM & Wh: Gas & electric service 3/1-4/1/19	$5,801.41
36838	242	NITCO	04/08/19	DeM: Local Phone & Fax Service April 2019	$177.56
36839	243	PATTY STRINGFELLOW	04/08/19	Mileage 2/25-3/14/19	$200.68
36840	244	PRECISION CONTROL SYSTE	04/08/19	HVAC repair	$470.00
36841	245	RACHAEL CAVINDER	04/08/19	Mileage 2/14-3/18/19	$29.00
36842	246	RENSSELAER LAUNDRY ROO	04/08/19	Laundry	$20.00
36843	247	ROEING CORPORATION	04/08/19	Tech Maintenance Support - 2nd Installment 2019	$7,500.00
36844	248	ULINE	04/08/19	Library & office supplies	$550.62
36845	249	VISION SERVICE PLAN	04/08/19	Vision Insurance Premiums- April 2019	$214.74
36846	250	WAL-MART COMMUNITY/SYN	04/08/19	Library, maintenance, & janitorial supplies, Keurig coffee maker	$632.28
36847	251	4IMPRINT, INC.	04/08/19	Promotional pens & pencils	$802.03
36848	252	AARON'S LAWN CARE	04/08/19	Spring cleanups	$345.00
36849	253	BAKER & TAYLOR	04/08/19	Books, Continuations, AV, Auto. Yours	$9,655.90
36850	254	BAKER & TAYLOR ENTERTAIN	04/08/19	AV	$2,655.52
36851	255	BUSINESS CARD	04/08/19	Library & maintenance supplies, Facebook advertising, conference expenses, equipment	$2,867.12
36852	256	CENTURYLINK	04/08/19	Rens: Fax line service- April 2019	$56.10
36853	257	CENTURYLINK	04/08/19	DeM: Long distance service- March 2019	$17.31
36854	258	CULLIGAN WATER CONDITIO	04/08/19	Wh: Water Cooler Rental-April 2019, 5-gallon drinking water- 6	$59.45
36855	259	DEMCO	04/08/19	Library supplies	$382.41
36856	260	GREY HOUSE PUBLISHING	04/08/19	Continuations	$432.50
36857	261	ICC BUSINESS PRODUCTS	04/08/19	Pressboard binders, flag, correction fluid	$75.90
36858	262	INDIANA GROCERY GROUP, L	04/08/19	Cook the Book program supplies, Youth Services Counterparts meeting expenses	$84.88

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

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Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	**Total**
36859	263	INDIANA HISTORICAL SOCIET	04/08/19	Books	$17.00
36860	264	INDIANA WASTE SERVICE	04/08/19	DeM: Trash Pick-up, April 2019	$94.75
36861	265	KAPCO	04/08/19	Library supplies	$171.82
36862	266	KIRBY RISK CORPORATION	04/08/19	Light bulbs, ballasts	$476.38
36863	267	LINDA POORTENGA	04/08/19	Mileage 3/20-4/5/19	$99.76
36864	268	MIDWEST TAPE	04/08/19	AV	$999.56
36865	269	OFFICE DEPOT	04/08/19	Library, office, & janitorial supplies	$309.98
36866	270	PROQUEST LLC	04/08/19	Microfilm	$397.90
36867	271	RAYANN GILMORE	04/08/19	Rensselaer Petty Cash: postage	$40.81
36868	272	SCHOLASTIC LIBRARY PUBLI	04/08/19	Books	$270.40
36869	273	STAPLES CREDIT PLAN	04/08/19	Poster boards, white paper roll	$67.88
36870	274	SUNRISE PACKAGING INC.	04/08/19	TV Series cases	$571.60
36871	275	TEAM SOFTWARE SOLUTION	04/08/19	Public Web Browser Annual Renewal	$125.00
36872	276	UNIQUE MANAGEMENT SERVI	04/08/19	Collections: Initial/Secondary Placements- March 2019	$89.50
				Total Amount of Claims	**$63,227.72**

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, April 08, 2019

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 2 **pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of** **$63,227.72**

Date this 8th **day of** April **,20** 19 **.**

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

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Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, May 13, 2019, 6pm
Rensselaer Public Library

Executive Session: To discuss an employee job performance evaluation (IC 5-14-1.5-6.1).

Opening of Meeting

Moment of Silence

Approval of Consent Agenda & Consent Agenda Items

Action

- Minutes of April Board Meeting
- Bills/Financial Reports
- Salary Ordinance Update (R 7)
- Workshop Request (R 12)

General Business

DeMotte Library Parking Lot Project (R 12)	Discussion
Notary Service (R 12)	Action
Harwood Update (R 13)	Information

Director's Report

(R 12-R 16) Information

Items for Future Agendas

Public Forum

Adjournment

To inform, enrich, and empower our diverse community.

MINUTES **April 8, 2019**
Jasper County Public Library Board of Trustees **DeMotte Library**
6:00 PM

Present: Kevin Kaluf, Janet Umlauf, Janelle Harper, Jody Melton, Natalie Waling, Patricia Stringfellow, Rayann Gilmore, Debbie Kristoff, Shannon Heldak, Stace Pickering
Absent: Mark Heinig, Kristie Housman

Agenda & Consent Agenda Approval: The Agenda and Consent Agenda items that included the March Board Meeting Minutes, bills/financial reports, Personnel Policy revisions, FMLA/Military Leave Policy revisions, and Salary Ordinance Update were approved as presented on a motion by J. Melton, and seconded by J. Harper. Motion passed.

Building Insurance: Our agent, Stace Pickering, presented three quotes for our building insurance from EMC/Downey (our current carrier), Liberty Mutual, and Astra. Quotes were requested from five different companies, but two declined to bid. He explained the process for bidding out the library's insurance and went over the coverage included on the three quotes. P. Stringfellow recommended we continue with our current carrier, EMC/Downey, as there are no changes to our current coverage, their bid was the lowest, and they have been very easy to work with whenever we've had a claim. The current premium is $23,713 and the new premium is $22,543. So there is a bit of a cost savings. K. Kaluf moved to accept EMC/Downey's quote for building insurance, seconded by J. Melton. Motion passed.

Annual Impacts – Report of DeMotte Branch Librarian and Youth Services Librarian: D. Kristoff, Branch Librarian, reported that the visit from local author, Jeff Huxford, drew a crowd of over 100 people, made up of community members and doctors and nurses he had worked with before his accident. Franklin, the tortoise, has become a local celebrity since moving to the front desk. Many kids like to say "Hi" to Franklin as soon as they arrive at the library and say "Good-bye Franklin" when leaving. We even have adult patrons who enjoy seeing him and researching tortoises to find out more about him. To go along with last year's Summer Reading music theme, we hosted concerts in the public area of the library throughout the summer featuring a variety of local musical talent and musical styles. Attendance ranged from 80 -113. This year we partnered with Indiana Natural Resources for a cemetery symbolism program, with the Fase Center to help seniors with their devices, with Prairie Arts Summer Art Camp to host summer art classes at the library, with Covenant Christian to launch digital access cards, with Jasper County Art League & Prairie Writer's Guild for a Poetry in Color program, with Friends of the DeMotte Library to add a coffee bar at the library, and with a local yoga instructor for family yoga classes. D. Kristoff explained that she completed the Leadership Class through Purdue Extension Office and was thankful for the opportunity. A regular patron shared a story recently of being in the park and hearing a local mom share with a new mom that the DeMotte Library is the place to be for great programs for adults and children and offering to meet at the library so the new mom could get a library card. Fine Forgiveness Month was held in September 2018 at all JCPL locations and had a lot of positive patron response. DeMotte Library was named Non-profit of the Year by the DeMotte Chamber. Upcoming programs at the DeMotte Library include line dance classes on Wednesdays, Instant Pot Class on April 9, a visit from local author, Jon Becker on April 15, and Voyager Rendezvous on May 11.

S. Heldak, Youth Services Librarian, was excited to report that last year's Summer Reading program was a big success particularly with some of the teen programs. Teen programs included black light paint party with 12 attending, cupcake wars with 18 attending, and mood painting with 14 attending. Those are pretty good attendance numbers for teen programs. KV High School Preschool was added for preschool visits. The AM preschool class is able to visit the library at school and students read to them but due to scheduling conflicts the PM class was not able to have that experience. We are happy to be able to visit them for a story and a craft so they can have a similar experience. We now visit a total of 4-5 preschools for a total of 9-11 visits each month. Family Fun Events are being hosted every other month on a Saturday featuring a movie, games, and several activities. Themes so far have been Train Depot/Polar Express and Winnie the Pooh Celebration. Preschool STEM programs encouraging kids and their parents to discover, explore, and get creative through play and learning are getting the 3-5 years olds involved in STEM learning. Activities include sorting beads by color using tweezers for hand strength, tactile/sensory stations for different forms of play using crinkle paper and fake snow, building with different objects like marshmallows, and using Code-a-Pillars to teach coding with colors, patterns, and symbols. The Bilingual Santa Visit was a success with kids being able to tell Santa what they wanted in English or Spanish. One kid asked Santa, "Do you really speak Spanish?" then proceeded to talk to him in Spanish.

Purge of Patron Records: We purge our patron database on an annual basis, removing patrons who have a zero balance, no items out, and a date of last activity of at least one year. It is our policy to leave patrons in our database when their library cards are inactive but they still owe fines and/or have not returned overdue materials. We would like to purge our patron database of patrons owing $1 or less, with no items out, and whose card expired prior to January 1, 2016. We wish to do this because the fees that we pay for some of our database licenses and our movie licensing agreements are based upon our total number of registered borrowers. Having people in our database who owe us small amounts of money may end up costing the library more than the fees we would potentially collect from them. J. Melton moved to purge the patron records owing $1 or less, with no items out, and whose card expired before January 1, 2016, seconded by J. Harper. Motion passed.

Advance Tax Draw: To receive tax revenue as early as possible an Advance Tax Draw request must be made to the County Auditor. The request is valid for 30 days. N. Waling made a motion to request an advanced draw, seconded by K. Kaluf. Motion passed.

Harwood Update: P. Stringfellow explained that the Harwood trainers asked us to submit an Impact Statement by April 1, explaining what we want to accomplish using the Harwood Practice by January 2020. We have submitted our statement which includes the following: By January 2020 Jasper County Public Library will write and adopt a new Long Range Plan that addresses community aspirations. We will change our work culture to Turning Outward. To accomplish this we will immerse our staff and Board in the Harwood practice, training them on concepts and changing our work culture to turning outward. We will utilize the Turn Quiz to help us shift our focus to Turning Outward. We will engage our staff/Board/community partners by asking: what are you aspirations for our community; what challenges might we face in reaching these aspirations; what changes are needed in our community to reach our aspirations? This is to ensure that our actions are rooted in people's shared aspirations. We will utilize the Aspirations Exercise to create a focus on what can be done together. We will listen deeply.

Report of JCPL Volunteers: Last October a board member asked how the board might acknowledge/thank library volunteers. This was discussed at the October Management Meeting and our current approach for volunteer recognition at each library was reported to the Board at the November 2018 Board Meeting. At that meeting P. Stringfellow suggested a volunteer report be presented to the Board annually in April. This list will help the Board be better aware of who volunteers so that board members could thank volunteers in person when they see them or write thank you notes if they wish. The Board agreed that an annual report would be welcomed. The first annual report of Jasper County Public Library Volunteers was distributed to the Board indicating names of volunteers and number of hours they volunteer.

Director Review: P. Stringfellow passed out packets to each Board member containing her self evaluation and an evaluation form for the Board member to complete. The evaluation forms should be completed and mailed to the chairperson, K. Housman. The committee will meet and prepare a written evaluation before the May meeting. At the May meeting the evaluation will be discussed by the whole Board and then presented to P. Stringfellow in an executive session. J. Melton and J. Harper also serve on this committee.

Director's Report: P. Stringfellow reported the next NILBA Dinner is scheduled for May 1, 2019 at the Farmhouse at 6pm. J. Umlauf will be speaking about her experience at Statehouse Day. P. Stringfellow and R. Gilmore will also attend. All board members are welcome. P. Stringfellow will be meeting with architect, Harry Mohler, on April 16 to discuss the DeMotte parking lot project. Additionally she is working with attorney, Ed Dumas, to combine our 14 DeMotte Library parcels into one parcel which will save us money on our ditch tax moving forward. J. Umlauf attended ILF Statehouse Day with P. Stringfellow speaking to legislators about proposed legislation and thanking them for their support of INSPIRE and internet connectivity. National Library Week is being celebrated this week, April 7-13. Special events include: daily prize giveaways for adults and a coloring contest for children, ages 3-11. P. Stringfellow recorded a radio spot for WLQI about our plans. The theme this year is *Libraries = Strong Communities*. The radio spot explains that this year's theme is perfect for us as we actively engaged in turning outward, putting our community front and center, asking "What kind of community do you want?" We realize the importance of working together to strengthen our community. P. Stringfellow and R. Gilmore will meet with George Kontol of Northwest Geothermal to discuss interior library lighting and ways that we might retrofit our current fixtures to save on energy, utility costs, and maintenance. Last year we retrofitted exterior lighting. Now we would like to focus on interior lighting. Our goals are to reduce library utility and maintenance costs, save energy, and improve illuminations wherever possible.

Adjournment: With no further matters for discussion J. Umlauf adjourned the meeting at 6:54 PM.

Jody Melton, Secretary

Attest: J. Umlauf, President

CIRCULATION BY HOLDINGS CODE
April 2019

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	0	0	0	0
Award Winner JE (DAJE)	0	0	0	0
Award Winner JFIC (DAJFIC)	13	0	0	13
Award Winner JNF (DAJNF)	0	0	0	0
Award Winner JPFIC (DAJBPF)	0	0	0	0
Award Winning fiction (DAWFIC)	0	0	0	0
Award Winning non-fiction (DAWN	0	0	0	0
Award Winner YAFIC (DAYAF)	0	0	0	0
Award Winner YAPFIC (DAYPBF)	0	0	0	0
Biography (DBIO)	16	3	2	21
Blu-Ray (DBR)	232	4	8	244
Books on CD (DBKCD)	95	6	2	103
Books on Tape (DBKT)	0	0	0	0
Compact Disc (DCD)	95	1	1	97
Digital Audiobooks (DDA)	30	3	0	33
DVD (DDVD)	1623	61	43	1727
Equipment (DEQP)	12	0	0	12
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	0	0	0	0
Fiction (DFIC)	468	22	18	508
Fiction Fantasy (DFICF)	6	0	2	8
Fiction Inspirational (DFICI)	3	0	0	3
Fiction Mystery (DFICM)	61	3	2	66
Fiction New (DFICNEW)	386	13	21	420
Fiction Science Fiction (DFICSF)	4	2	1	7
Fiction Western (DFICW)	12	0	1	13
Genealogy (DGENE)	0	0	0	0
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	75	0	2	77
Hanging Bags (DHANG)	10	0	0	10
Hotspots (DWIFI)	2	30	5	37
ILL (DILL)	18	0	0	18
Internet (DINTER)	444	0	0	444
Juv. Audio book (DJAUDB)	25	2	1	28
Juv. Biography (DJBIO)	22	0	0	22
Juv. Book on CD (DJBKCD	0	0	0	0
Juv. Book on Tape (DJBKT)	0	0	0	0
Juv. Compact Disc (DJCD)	20	1	0	21
Juv. Digital Device (DJDDP)	11	0	0	11
Juvenile Easy (DJE)	570	20	16	606
Juv. Easy Non-fiction (DJENF)	53	0	2	55
Juv. Easy Reader (DJER)	315	1	8	324
Juv. Easy Reader NF (DJERN)	5	0	0	5
Juv. Fiction (DJFIC)	429	6	11	446
Juv. Graphic Novel (DJGN)	4	0	0	4
Juv. Holiday books (DJHOL)	45	5	1	51
Juv. Magazine (DJMAG)	23	0	0	23
Juv. Music Cassette (DJMC)	0	0	0	0
Juv. Nonfiction (DJNF)	245	9	10	264

Juv. Nonfic Text Bk (DJNFTB)	0	0	0	0
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	0	0	0
Juv. Reference (DJREF)	0	0	0	0
Juv. Toddler (DJTOD)	99	2	6	107
Large Print Fiction (DLPF)	79	8	1	88
Large Print Inspirational (DLPI)	0	0	0	0
Large Print Mystery (DLPM)	0	0	0	0
Large Print New (DLPN)	88	5	1	94
Large Print Nonfic (DLPNF)	7	0	0	7
Large Print Western (DLPW)	0	0	0	0
Magazine (DMAG)	352	0	0	352
Music Cassette (DMCAS)	0	0	0	0
Nonfiction 000 (DNF000)	3	0	0	3
Nonfiction 100 (DNF100)	9	3	1	13
Nonfiction 200 (DNF200)	14	4	2	20
Nonfiction 300 (DNF300)	36	8	1	45
Nonfiction 400 (DNF400)	5	1	0	6
Nonfiction 500 (DNF500)	7	4	0	11
Nonfiction 600 (DNF600)	84	7	11	102
Nonfiction 700 (DNF700)	17	2	5	24
Nonfiction 800 (DNF800)	17	1	2	20
Nonfiction 900 (DNF900)	38	3	0	41
Nonfiction Blu-Ray (DNFBR)	8	0	0	8
Nonfiction DVD (DNFDVD)	53	1	1	55
Nonfiction (DNFIC)	8	1	0	9
Nonfiction New (DNFNEW)	117	12	12	141
Nonfiction VHS (DNFVHS)	0	0	0	0
Oversize (DOVER)	1	0	0	1
Professional Coll. (DPROF)	0	0	0	0
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	0	0	0	0
Playaway View (DVIEW)	0	0	0	0
Reference (DREF)	0	0	0	0
Ref. Magazine (DRMAG)	0	0	0	0
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	7	0	0	7
Software (DSWAR)	1	0	0	1
SRCS (SRCS) DeMotte	0	0	0	0
SRCS (From other libraries ILL-SR	3	94	0	97
SRCS (SRCSW) Wheatfield	0	0	0	0
STEAM Kits (DSTEAM)	0	0	0	0
Vertical File (DVF)	0	0	0	0
VHS (DVHS)	0	0	0	0
YA Audio book (DYAUDB)	5	0	0	5
YA Biography (DYAB)	0	0	0	0
YA Books on CD (DYABKCD)	0	0	0	0
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	92	9	7	108
YA Music CD (DYACD)	0	0	0	0
YA Nonfiction (DYANF)	10	4	1	15
YA Paperback Fic (DYAPBF)	0	0	0	0
Storage (DZSTO)	3	0	1	4
Award Winner JBIO (RAJBIO)	0	0	0	0

Award Winner JE (RAJE)	0	0	0	0
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	3	12	2	17
Blu-Ray (RBR)	40	452	19	511
Books on CD (RBKCD)	6	86	1	93
Books on Tape (RBKT)	0	0	0	0
Compact Disc (RCD)	4	120	2	126
Digital Audiobooks (RDA)	0	20	0	20
DVD (RDVD)	65	2326	63	2454
Equipment (REQP)	0	20	0	20
See librarian (RERR)	0	0	0	0
Express Book (REXP)	0	0	0	0
Fiction (RFIC)	26	416	20	462
Fiction Inspirational (RFICI)	0	0	0	0
Fiction New (RFICNEW)	13	260	17	290
Genealogy (RGENE)	0	2	0	2
Genealogy Mag (RGMAG)	0	0	0	0
Gen. Milroy Coll (RGMIL)	0	0	0	0
Graphic Novels (RGN)	0	168	1	169
Hanging Bag (RHANG)	0	3	0	3
Hotspots (RWIFI)	7	30	5	42
ILL (RILL)	0	33	0	33
Internet (RINTER)	0	606	0	606
Juv. Audio book (RJAUDB)	0	18	0	18
Juv. Biography (RJBIO)	2	11	0	13
Juv. Book on CD (RJBKCD)	0	0	0	0
Juv. Book on Tape (RJBKT)	0	0	0	0
Juv. Compact Disc (RJCD)	0	24	0	24
Juv. Digital Device (RJDDP)	0	5	0	5
Juvenile Easy (RJE)	11	295	7	313
Juv. Easy Non-fiction (RJENF)	2	47	0	49
Juv. Easy Reader (RJER)	1	269	1	271
Juv. Easy Reader NF (RJERN)	0	2	0	2
Juv. Fiction (RJFIC)	25	406	2	433
Juv. Graphic Novel (RJGN)	1	2	0	3
Juv. Magazine (RJMAG)	0	10	0	10
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	5	204	0	209
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	0	0	0	0
Juv. Reference (RJREF)	0	0	0	0
Juv. Toddler (RJTOD)	0	150	0	150
Large Print Fiction (RLPF)	3	149	2	154
Large Print Inspirational	0	0	0	0
Large Print Mystery (RLPM)	0	0	0	0
Large Print New (RLPN)	2	77	2	81
Large Print Nonfic (RLPNF)	0	7	0	7
Large Print Western (RLPW)	0	0	0	0
Magazine (RMAG)	0	232	0	232
Music Cassette (RMCAS)	0	0	0	0
Non-Fiction 000 (RNF000)	1	7	2	10
Non-Fiction 100 (RNF100)	2	7	2	11
Non-Fiction 200 (RNF200)	6	13	1	20
Non-Fiction 300 (RNF300)	3	31	4	38
Non-Fiction 400 (RNF400)	0	6	0	6

Non-Fiction 500 (RNF500)	3	13	1	17
Non-Fiction 600 (RNF600)	13	158	10	181
Non-Fiction 700 (RNF700)	5	32	0	37
Non-Fiction 800 (RNF800)	3	9	0	12
Non-Fiction 900 (RNF900)	2	28	3	33
Nonfiction Blu-Ray (RNFBR)	0	3	0	3
Nonfiction DVD (RNFDVD)	1	87	4	92
Nonfiction (RNFIC)	0	0	0	0
Nonfiction New (RNFNEW)	27	116	22	165
Nonfiction VHS (RNFVHS)	0	0	0	0
Oversize (ROVER)	0	0	0	0
Playaway View (RVIEW)	0	0	0	0
Professional Coll. (RPRO)	0	2	0	2
Reference (REF)	0	0	0	0
Reference Business (RREFB)	0	0	0	0
Ref. Magazine (RRMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	0	2	0	2
Software (RSWAR)	0	0	0	0
SRCS (SRCS) DeMotte	42	1	7	50
SRCS (From other libraries ILL-SR	0	0	0	0
SRCS (SRCSW) Wheatfield	2	5	37	44
STEAM Kits (RSTEAM)	0	0	0	0
Vertical File (RVF)	0	0	0	0
VHS (RVHS)	0	0	0	0
YA Audio book (RYAUDB)	0	1	0	1
YA Biography (RYAB)	0	1	0	1
YA Books on CD (RYABKCD)	0	0	0	0
YA Books on Tape (RYABKT)	0	0	0	0
YA Fiction (RYAF)	3	82	2	87
YA Music CD (RYACD)	1	9	5	15
YA Nonfiction (RYANF)	2	24	0	26
YA Paperback Fic (RYAPBF)	0	0	0	0
Storage (RZSTO)	0	4	0	4

Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	3	1	8	12
Blu-Ray (WBR)	22	16	224	262
Books on CD (WBKCD)	11	6	115	132
Books on Tape (WBKT)	0	0	0	0
Compact Disc (WCD)	4	2	91	97
Digital Audiobooks (WDA)	0	0	12	12
DVD (WDVD)	33	62	1351	1446
Equipment (WEQP)	0	0	5	5
See librarian (WERR)	0	0	0	0
Express Book (WEXP)	0	0	0	0
Fiction (WFIC)	29	12	151	192
Fiction Fantasy (WFICF)	3	0	17	20
Fiction Inspirational (WFICI)	17	3	37	57
Fiction Mystery (WFICM)	3	0	35	38
Fiction New (WFICNEW)	27	21	149	197
Fiction Science Fiction (WFICSF)	0	1	16	17
Fiction Western (WFICW)	0	0	3	3
Genealogy (WGENE)	0	0	0	0

Genealogy Mag (WGMAG)	0	0	0	0
Graphic Novels (WGN)	1	0	57	58
Hanging Bags (WHANG)	0	1	4	5
Hotspots (WWIFI)	5	31	7	43
ILL (WILL)	5	1	21	27
Internet (WINTER)	0	0	309	309
Juv. Audio book (WJAUDB)	2	0	10	12
Juv. Biography (WJBIO)	2	0	3	5
Juv. Book on CD (WJBKCD)	0	0	0	0
Juv. Book on Tape (WJBKT)	0	0	0	0
Juv. Compact Disc (WJCD)	1	3	2	6
Juv. Digital Device (WJDDP)	0	0	1	1
Juvenile Easy (WJE)	22	4	418	444
Juv. Easy Non-fiction (WJENF)	0	0	48	48
Juv. Easy Reader (WJER)	10	0	232	242
Juv. Easy Reader NF (WJERN)	0	0	1	1
Juv. Fiction (WJFIC)	40	16	211	267
Juv. Graphic Novel (WJGN)	0	1	4	5
Juv. Magazine (WJMAG)	1	0	28	29
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	6	5	120	131
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	0	0
Juv. Toddler (WJTOD)	3	0	170	173
Large Print Fiction (WLPF)	8	13	54	75
Large Print Inspirational (WLPI)	1	0	9	10
Large Print Mystery (WLPM)	0	0	5	5
Large Print New (WLPN)	8	3	103	114
Large Print Nonfic (WLPNF)	1	0	14	15
Large Print Western (WLPW)	0	0	0	0
Magazine (WMAG)	2	0	182	184
Non-Fiction 000 (WNF000)	0	0	7	7
Non-Fiction 100 (WNF100)	0	1	4	5
Non-Fiction 200 (WNF200)	0	0	9	9
Non-Fiction 300 (WNF300)	1	2	7	10
Non-Fiction 400 (WNF400)	0	0	0	0
Non-Fiction 500 (WNF500)	1	2	8	11
Non-Fiction 600 (WNF600)	4	1	51	56
Non-Fiction 700 (WNF700)	4	3	8	15
Non-Fiction 800 (WNF800)	1	0	4	5
Non-Fiction 900 (WNF900)	5	3	23	31
Nonfiction Blu-Ray (WNFBR)	0	0	1	1
Nonfiction DVD (WNFDVD)	0	0	58	58
Nonfiction (WNFIC)	1	0	1	2
Nonfiction New (WNFNEW)	8	4	52	64
Nonfiction VHS (WNFVHS)	0	0	0	0
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0
Playaway View (WVIEW)	0	0	1	1
Reference (WREF)	0	0	0	0
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	0	0	0	0

Software (WSWAR)	0	0	0	0
SRCS (SRCS) DeMotte	0	0	0	0
SRCS (From other libraries ILL-SR	0	0	0	0
SRCS (SRCSW) Wheatfield	0	0	0	0
STEAM Kits (WSTEAM)	0	0	0	0
Vertical file (WVF)	0	0	0	0
VHS (WVHS)	0	0	0	0
YA Biography (WYAB)	0	0	3	3
YA Books on CD (WYABKCD)	1	0	3	4
YA Books on Tape (WYABKT)	0	0	0	0
YA Fiction (WYAF)	10	7	80	97
YA Music CD (WYACD)	0	0	0	0
YA Nonfiction (WYANF)	0	0	4	4
YA Paperback Fic (WYAPBF)	0	0	0	0
Storage (WZSTO)	0	0	1	1
TOTAL	7173	7689	5005	19867

CIRCULATION BY HOLDINGS CODE
April 2019

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	0	0	0
Award Winner JE (AJE)	0	0	0	0
Award Winner JFIC (AJFIC)	13	0	0	13
Award Winner JNF (AJNF)	0	0	0	0
Award Winner JPFIC (AJPF)	0	0	0	0
Award Winning fiction (AWFIC)	0	0	0	0
Award Winning non-fiction (AWNF	0	0	0	0
Award Winner YAFIC (AYAF)	0	0	0	0
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	22	16	12	50
Blu-Ray (BR)	302	475	252	1029
Books on CD (BKCD)	112	98	118	328
Books on Tape (BKT)	0	0	0	0
Compact Disc (CD)	103	123	94	320
Digital Audiobooks (DA)	30	23	12	65
DVD (DVD)	1721	2449	1457	5627
Equipment (EQP)	12	20	5	37
See librarian (ERR)	0	0	0	0
Express Book (EXP)	0	0	0	0
Fiction (FIC)	523	450	189	1162
Fiction Fantasy (FICF)	9	0	19	28
Fiction Inspirational (FICI)	20	3	37	60
Fiction Mystery (FICM)	64	3	37	104
Fiction New (FICNEW)	426	294	187	907
Fiction Science Fiction (FICSF)	4	3	17	24
Fiction Western (FICW)	12	0	4	16
Genealogy (GENE)	0	2	0	2
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0
Graphic Novels (GN)	76	168	60	304
Hanging Bags (HANG)	10	4	4	18
Hotspots (WIFI)	14	91	17	122

ILL (ILL)	23	34	21	78
Internet (INTR)	444	606	309	1359
Juv. Audio book (JAUDB)	27	20	11	58
Juv. Biography (JBIO)	26	11	3	40
Juv. Book on CD (JBCD)	0	0	0	0
Juv. Book on Tape (JBKT)	0	0	0	0
Juv. Compact Disc (JCD)	21	28	2	51
Juv. Digital Device (JDDP)	11	5	1	17
Juvenile Easy (JE)	603	319	441	1363
Juv. Easy Non-Fiction (JENF)	55	**47**	50	152
Juv. Easy Reader (JER)	326	270	241	837
Juv. Easy Reader NF (JERN)	5	2	1	8
Juv. Fiction (JFIC)	494	428	224	1146
Juv. Graphic Novel (JGN)	5	3	4	12
Juv. Holiday (JHOL)	45	5	1	51
Juv. Magazine (JMAG)	24	10	28	62
Juv. Music Cassette (JMC)	0	0	0	0
Juv. Nonfiction (JNF)	256	218	130	604
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback Fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	0	0	0
Juv. Reference (JREF)	0	0	0	0
Juv. Toddler (JTOD)	102	152	176	430
Large Print Fiction (LPF)	90	170	57	317
Large Print Inspirational (LPI)	1	0	9	10
Large Print Mystery (LPM)	0	0	5	5
Large Print New (LPN)	98	85	106	289
Large Print Nonfic (LPNF)	8	7	14	29
Large Print Western (LPW)	0	0	0	0
Magazine (MAG)	354	232	182	768
Music Cassette (MCAS)	0	0	0	0
Non-Fiction 000 (NF000)	4	7	9	20
Non-Fiction 100 (NF100)	11	11	7	29
Non-Fiction 200 (NF200)	20	17	12	49
Non-Fiction 300 (NF300)	40	41	12	93
Non-Fiction 400 (NF400)	5	7	0	12
Non-Fiction 500 (NF500)	11	19	9	39
Non-Fiction 600 (NF600)	101	166	72	339
Non-Fiction 700 (NF700)	26	37	13	76
Non-Fiction 800 (NF800)	21	10	6	37
Non-Fiction 900 (NF900)	45	34	26	105
Non-Fiction Blu-Ray (NFBR)	8	3	1	12
Non-Fiction DVD (NFDVD)	54	88	63	205
Nonfiction (NFIC)	9	1	1	11
Nonfiction New (NFNEW)	152	132	86	370
Nonfiction VHS (NFVH)	0	0	0	0
Oversize (OVER)	1	0	0	1
Professional Coll. (PROF)	0	2	0	2
Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	0	0	0	0
Playaway View (VIEW)	0	0	1	1
Reference (REF)	5	13	61	79
Reference Business (REFB)	0	0	0	0
Ref. Magazine (RMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0

Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	7	2	0	9
Software (SWAR)	1	0	0	1
SRCS (SRCS) DeMotte	42	1	7	50
SRCS (From other libraries III-SRC	3	94	0	97
SRCS (SRCSW) Wheatfield	2	5	37	44
STEAM Kits (STEAM)	0	0	0	0
Vertical File (VF)	0	0	0	0
VHS	0	0	0	0
YA Audio book (YAUDB)	6	1	3	10
YA Biography (YAB)	0	1	3	4
YA Books on CD (YABKCD)	1	0	3	4
YA Books on Tape (YABKT)	0	0	0	0
YA Fiction (YAF)	105	98	89	292
YA Music CD (YACD)	1	9	5	15
YA Nonfiction (YANF)	12	28	5	45
YA Paperback Fic (YAPBF)	0	0	0	0
Storage (ZSTO)	3	4	2	9
				0
Free reads	159	156	83	398
Games/Puzzles	143	88	0	231
Talking books	0	0	0	0
Assignment Shelf Books	0	0	0	0
TOTAL	7489	7949	5153	20591

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	1409	1168	752	3329
Nonfiction	511	558	361	1430
CHILDREN'S BOOKS				
Fiction	1548	1174	1087	3809
Nonfiction	382	281	184	847
YA BOOKS				
Fiction	181	266	149	596
Nonfiction	12	29	8	49
Juv. Digital Devices Pre-loaded	11	5	1	17
Magazines, Adult	354	232	182	768
Magazines, Children	24	10	28	62
Sound Recordings, adult	252	245	230	727
Sound Recordings, ch	59	61	22	142
Online databases	0	0	0	0
Software	1	0	0	1
SRCS	47	100	44	191
STEAM Kits	0	0	0	0
Vertical file	0	0	0	0
VHS/DVD/Blu-Ray	2085	3015	1774	6874
Equipment	26	111	22	159
Total	6902	7255	4844	19001
A-V Circulation	2397	3321	2026	7744
A-V Circulation as % of total	34.7%	45.8%	41.8%	40.8%

CIRCULATION STATISTICS

April 2019

	DEMOTTE			RENSSELAER			WHEATFIELD			SYSTEM
	Added Vols.	Withdrew Vols.	Circu-lation	Added Vols.	Withdrew Vols.	Circu-lation	Added Vols.	Withdrew Vols.	Circu-lation	Total Circ.
ADULT BOOKS										
Fiction	74	3	**1,409**	71	29	**1,168**	61	8	**752**	**3,329**
Nonfiction	52	10	**511**	73	18	**558**	38	382	**361**	**1,430**
CHILDREN'S BKS										
Fiction	75	3	**1,548**	61	1	**1,174**	50	8	**1,087**	**3,809**
Nonfiction	23	2	**382**	63	2	**281**	8	3	**184**	**847**
YA BOOKS										
Fiction	24	0	**181**	21	0	**266**	22	0	**149**	**596**
Nonfiction	5	0	**12**	1	0	**29**	0	0	**8**	**49**
J Digital Devices	3	0	**11**	1	0	**5**	0	0	**1**	**17**
Magazines,Adult	0	0	**354**	0	0	**232**	0	0	**182**	**768**
Magazines, Child	0	0	**24**	0	0	**10**	0	0	**28**	**62**
Games, Toys	0	0	**0**	0	0	**0**	0	0	**0**	**0**
Sound Rec/Adult	24	4	**252**	18	0	**245**	30	0	**230**	**727**
Sound Rec/Child	2	0	**59**	6	0	**61**	9	0	**22**	**142**
Online Databases	0	0	**0**	0	0	**0**	0	0	**0**	**0**
Software	0	0	**1**	0	0	**0**	0	0	**0**	**1**
SRCS	0	0	**47**	0	0	**100**	0	0	**44**	**191**
STEAM Kits	0	0	**0**	0	0	**0**	0	0	**0**	**0**
Vertical Files	0	0	**0**	0	0	**0**	0	0	**0**	**0**
DVD/BluRay	62	3	**2,085**	110	6	**3,015**	30	1	**1,774**	**6,874**
Equipment	0	0	**26**	0	0	**111**	0	0	**22**	**159**
TOTAL	344	25	**6,902**	425	56	**7,255**	248	402	**4,844**	**19,001**

END OF MONTH:	**DEMOTTE**	**RENSSELAER**	**WHEATFIELD**
Total Materials Owned	84,359	77,140	61,150
Circulation Increase/Decrease	**-4.5%**	**-5.0%**	**-10.4%**

MONTHLY SYSTEM STATISTICS	2018	2019	% change
Current month's Circulation	20,269	19,001	-6.3%
Jan. to date circulation	84,221	79,908	-5.1%

R3

DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION		
Start of Month Volumes	**End of Month** Volumes	**Start of Month** Volumes	**End of Month** Volumes	**Start of Month** Volumes	**End of Month** Volumes	
XXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXX	
						ADULT BOOKS
23,218	23,289	15,903	15,945	17,058	17,111	**Fiction**
19,640	19,682	19,214	19,269	8,436	8,092	**Nonfiction**
						CHILDREN'S BKS
16,299	16,371	14,428	14,488	13,208	13,250	**Fiction**
9,321	9,342	6,465	6,526	6,940	6,945	**Nonfiction**
						YA BOOKS
2,583	2,607	3,446	3,467	3,331	3,353	**Fiction**
598	603	393	394	258	258	**Nonfiction**
				0	0	**J Digital Devices**
				2	2	**Magazines,Adult**
				0	0	**Magazines, Child**
0	0	0	0	0	0	**Games, Toys**
4,107	4,127	534	552	4,625	4,655	**Sound Rec/Adult**
754	756	4,497	4,503	911	920	**Sound Rec/Child**
20	20	646	646	16	16	**Online Databases**
65	65	17	17	-21	-21	**Software**
0	0	0	0	0	0	**SRCS**
0	0	0	0	0	0	**STEAM Kits**
105	105	-1	-1	44	44	**Vertical Files**
7,215	7,274	11,088	11,192	6,439	6,468	**VHS/DVD/Blu-ray**
118	118	142	142	57	57	**Equipment**
84,043	84,359	76,772	77,140	61,304	61,150	**TOTAL**
XXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXX	XXXXXXXXXXX	XXXXXXXXXXX	XXXXXXXXXXX

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT R5
April 2019

	DeMotte	Hrs.	Rensselaer	Hrs.	Wheatfield	Hrs.	TOTAL	HOURS SPENT
INTRALIBRARY LOANS FILLED	254	55	238	52	294	64	786	170
LOCAL HISTORY								
In person	5	1	12	3	0	0	17	5
Letters written	1	1	15	15	0	0	16	16
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use-Wired	444	19	606	25	309	13	1359	57
Internet use-Wireless	1890		2070		660		4620	
VCR Use	0	0	0	0	0	0	0	0
Microforms	11	1	31	4	0	0	42	6
Public FAX24	73		35		46		154	
Typewriter use	0	0	0	0	0	0	0	0
Other equipment used	0	0	17	6	3	1	20	7
OTHER LIBRARY SERVICES USED								
One-on-One Instruction	21		9		3		33	
Outreach activities	52	52	8	5	0	0	60	40
Notarized documents	11	3	2	1	0	0	13	3
Meeting Room Use (no. of grou	54	18	37	12	42	14	133	44
Study room use	74	6	64	5	25	2	163	14
Proctoring	4	2	0	0	0	0	4	2
Tax Forms distributed	1188	12	1234	12	2	0	2424	24
Pull Requests	0	0	0	0	0	0	0	0
E-books downloaded							2346	
IN-HOUSE USE ITEMS	1129		377		113		1619	
SELF-CHECKOUT USE	95		497		88		680	
INTERLIBRARY LOANS								
Requests made for:							80	20
Items rec'd for:							79	40
Items requested by other librari							0	
Items supplied to other libraries							0	0

REGISTRATIONS

	DeMotte	Rensselaer	Wheatfield	TOTAL
Total Borrowers	7197	11146	3086	21429
Non-resident, paying	0	0	0	0
PLAC card users	0	0	0	0
Reciprocal borrowers	260	445	124	829
Number of New Patrons Added	51	34	26	

PROGRAMS

	DeMotte	Hrs.	Rensselaer	Hrs.	Wheatfield	Hrs.	TOTAL	HOURS SPENT
Programs for all ages	2	12	1	6	1	6	4	24

Children's Programs (0-13)	17	102	16	96	15	90	48	288
Number attending	350		228		289		867	
YA Programs (14-17)	2	12	1	6	1	6	4	24
Number attending	19		41		5		65	
Adult Programs	9	54	4	24	1	6	14	84
Number attending	188		120		140		448	
Senior Citizen Programs	11	66	3	18	4	24	18	108
Number attending	82		76		30		188	
Total Number of Programs	**41**	246	**25**	150	**22**	132	**88**	528
Total Persons Attending	**639**		**465**		**464**		**1568**	
Total Attending Same Month Last Yr.	444		268		409		1121	
Total Staff Hours Spent		416		291		226	933	975
Total Number of In-House Progra	**29**		**21**		**16**		**66**	
Total Attendance	**326**		**202**		**307**		**835**	
Total Number of Outreach Progra	**12**		**4**		**6**		**22**	
Total Attendance	**313**		**263**		**157**		**733**	

CIRCULATION BY PATRON CODE

PATRONS	**DeMotte**		**Rensselaer**		**Wheatfield**		**ALL LIBRARIES**	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	3660	52.1%	4494	61.3%	3164	66.2%	11318	59.1%
Corporate	6	0.1%	0	0.0%	0	0.0%	6	0.0%
Juvenile 0-11	56	0.8%	128	1.7%	54	1.1%	238	1.2%
Juvenile-AV	703	10.0%	657	9.0%	719	15.0%	2079	10.9%
Nonresident No Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Nonresident Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
PLAC (state library card)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Adult	110	1.6%	241	3.3%	145	3.0%	496	2.6%
Reciprocal Juvenile	3	0.0%	0	0.0%	9	0.2%	12	0.1%
Reciprocal Juvenile AV	25	0.4%	97	1.3%	0	0.0%	122	0.6%
Reciprocal YA	0	0.0%	1	0.0%	0	0.0%	1	0.0%
Reciprocal YA AV	0	0.0%	11	0.2%	0	0.0%	11	0.1%
School	0	0.0%	27	0.4%	0	0.0%	27	0.1%
School AV	0	0.0%	3	0.0%	0	0.0%	3	0.0%
St. Joseph College	0	0.0%	0	0.0%	0	0.0%	0	0.0%
SRCS	0	0.0%	58	0.8%	0	0.0%	58	0.3%
Staff	2206	31.4%	1214	16.6%	584	12.2%	4004	20.9%
Walking books	67	1.0%	108	1.5%	31	0.6%	206	1.1%
YA 12-17	2	0.0%	10	0.1%	0	0.0%	12	2.8%
YA-AV	193	2.7%	278	3.8%	73	1.5%	544	2.8%
Total	7031		7327		4779		19137	
All items borrowed by nonresidents	138	2.0%	380	5.2%	154	3.2%	672	3.5%

R7

Salary Ordinance 2019
Updated 5/13/19

Name	Classification	Hrly Wage	Start Date	Hrs Worked	Library
Tom Ryan	Clerk	$10.12	4/9/19	12	R
Sally Berger	Page	$7.25	4/23/19	10	R
Marta Pantoja	Janitor	$11.94	5/7/19	15	R

We have promoted Tom Ryan from Rensselaer Page to Rensselaer Clerk. He replaces Kari Lentino who was promoted to Rensselaer Library Assistant II.

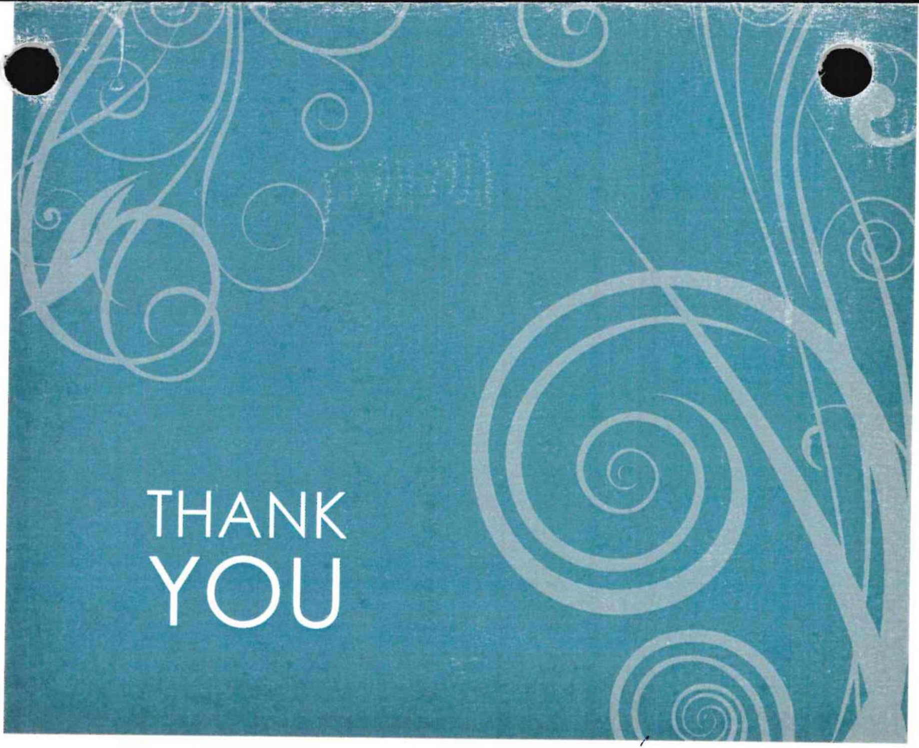
We have hired Sally Berger as Rensselaer Page replacing Tom Ryan who was promoted to Rensselaer Clerk.

We have hired Marta Pantoja as Rensselaer Janitor replacing John Duda who no longer works for the library.

We have examined and approved the changes to the 2019 Jasper County Public Library Salary Ordinance. Dated 5/13/19.

Natalie A. Waling

Janet Umlauf



THANK
YOU

Dear Library Board -

Thank you for the Anniversary card I received in the mail. I enjoyed reading your comments. It's been a pleasure working for JCPL for 25 years. I especially enjoyed my day off in April to celebrate my Anniversary.

Thanks,

Rachael

Director's Report
April 2019

Consent Agenda

You will be approving the minutes of the April board meeting, bills, and financial reports.

Salary Ordinance Update: There were updates this month. Please see R 7. **If you approve the Consent Agenda items, you will approve the updates to the Salary Ordinance as presented.**

Workshop Request: I am requesting permission to send Linda Poortenga and Debbie Kristoff to the Association for Rural & Small Libraries (ARSL) Conference in Burlington, VT September 4-7, 2019. We attended this conference when it was held in Springfield, IL last year. With its focus on services that are replicable and affordable for small and rural libraries, we found the conference extremely valuable. Proposed topics this year include: advocacy, building community partnerships, tech services, and management techniques. Cost to attend this conference is $275 per person. Monies have been budgeted for hotel and airfare expenses which will be additional. **If you approve the Consent Agenda items, you will approve sending Linda Poortenga and Debbie Kristoff to ARSL.**

General Business

DeMotte Library Parking Lot Project: I met with architect Harry Mohler on April 16 at DeMotte Library to explain our parking lot project. I explained that we need more parking spaces and that we wish to reorient the way that vehicles enter and exit our parking lot, eliminating driving on the hill. I explained that our handicap parking meets requirements but is at times inadequate. I explained that for now we are focusing on our parking lot, but that in future we may renovate DeMotte Library and perhaps move the main entrance to the south side of the library. Parking lot plans should be made in consideration of this future work and an estimate will be needed. He is willing and able to work with us. He requires no contract. He will provide a letter that includes a description of his services and fee. I will provide a response to his letter from the library. I have reviewed this plan with our attorney, Ed Dumas, and he is fine with that arrangement. He will review Harry's and my letters at my request. At our May 13 board meeting, you will have the opportunity to share your vision for this project. I have asked Branch Manager, Debbie Kristoff to attend our meeting. Ed will not be attending the May 13 meeting but once the plans start to come together he will meet with Harry and me to hear the plan and weigh in accordingly.

Notary Service: I recommend Notary Service be permanently suspended, removing it from our list of library services. One of our notaries emailed me mid-March with concerns about liability in her role as notary. She explained that after reviewing the Indiana Notary Public Guide she learned that notarizing a document incorrectly can be a cause for the notary to be liable both civilly and criminally. She expressed concern for herself and for the library, stating that she did not feel that this was a service the library should be offering. I read her words and heard her concern. I began to have concerns of my own. I consulted with our insurance agent and library attorney about matters of liability and best practice. After hearing from both of them I have decided that we must suspend this service immediately, and it is my opinion that this service should no longer be offered at our library. Our attorney, Ed Dumas, agrees. He calls Notary Service a "legal minefield" further explaining that "you can get in deep." In the "old days" notary service was not a worry, but now there is a liability risk, and it is not advisable. We will retain Melissa Smith at Rensselaer as a notary for the library – for library business only. She will not notarize for the public or staff. Notary signs have already been taken down (as service was temporarily suspended last month, awaiting board action). If patrons ask about Notary Service, we explain that the service has been suspended and recommend where in the community they may go for notary service, namely to a lawyer, bank, or clerk of the court. Board approval is needed to remove a service permanently. A board vote is required.

Harwood Update: Since my last report we have had a coaching call with our Harwood trainer that went well. We heard reports from each library in our cohort about what they have done so far with their training and reported on JCPL activities. I did a radio spot for WLQI about our Harwood experience and we are in the beginning stages of training staff on the concept of turning outward, utilizing resources provided for us and emphasizing our Impact Statement. I am planning a community conversation in partnership with the Jasper Newton Foundation which will be held June 11. Janet is holding a conversation with parents who home school. Debbie has focused on the DeMotte Giving Circle, and Evie will meet with a group of youth from her church. Linda will meet with a group of Hispanic women who are currently enrolled in ESL classes. We are in the beginning stages but many conversations will be held over the next several months. Our October Staff Development Day will include a half-day mini course on the Harwood concepts presented by MCLS. Janet and I will provide some Harwood training for the board in June as a part of our regular meeting.

Director's Report

House Bill 1343 passed on April 24. The language that passed is better than the language first presented in January, but it is not happy news for public libraries. DLGF is currently reviewing the law and will interpret the language and explain how things will work moving forward, but to summarize my understanding - if a public library's cash on hand plus its expected revenues is greater than one 150% of the public library's proposed budget the county council may adopt a resolution to require binding review of the library budget. If they exercise this option and have binding review they can then reduce any line of the budget as they wish. There are limitations. They may not reduce our budget or tax levy in a budget year by more than 10% of the library's operating levy in the immediately preceding budget year, but they can reduce, and they can be very specific about where the reductions should occur. There are a lot of questions about what this will mean for us. Once I have a better understanding we will talk about this in more detail. At this time there are more questions than answers. I expect by the end of June DLGF will clear away some of the confusion. Then we can talk more specifically about impact. This legislation feels like a punishment for careful spending and saving for a rainy day.

Revisiting some old business regarding DeMotte Library:

- Ed is working on the multiple parcels we have at DeMotte Library. He does not advise replatting as there is not much to be gained with a replat and the process is costly. He will work with the auditor to combine parcel IDs into one for the purposes of the ditch tax. That will tidy things up and save us some money.
- In mid-April I did check in with the engineers who helped us with our demolition project last year, expressing concern about the lack of grass. They did a field visit April 18. Seed lines are coming in, and since technically the growing season still hadn't kicked it yet, he advised waiting another month before making a full determination. At that time a lot of the grass had started growing, and he explained that we should see some large pops of other areas over the next few weeks, if it's going to grow. They will check back in mid-May.
- Pat Kopanda called me to see where the board stands on the matter of the Fairchild House. I explained that I didn't have anything new to report, referencing the letter I sent her in January. I asked if she wanted an answer by a specific date. She replied that she would like an answer but is not placing a timeline on the response.

No policies to review this month! We take the month off!

Janet, Rayann, and I attended the NILBA dinner on May 1 at the Farmhouse Restaurant. Janet did speak about board advocacy and working with legislators. We all enjoyed the evening.

Rayann and I participated in an ILF sponsored webinar, Property Tax and Libraries. Larry DeBoer and Tamara Ogle from Purdue University presented on property taxes, the levy, and tax rates specific to libraries. Some of this information was review, but we did gain some new understanding.

We did receive a $500 Operation Round-Up Grant in support of Summer Reading prizes. Children's Librarian, Janice, wrote the grant in collaboration with our other Children's Librarians.

For National Library Week we celebrated with a coloring contest for children and daily prize drawings for randomly selected patrons. The Marketing Committee did a great job preparing for this celebratory week that promoted libraries across the country. I was able to do a radio spot on WLQI to encourage the public to celebrate with us.

I attended a dinner and conversation hosted by the Jasper Newton Foundation and Indiana Humanities Council titled Chew on This. This is an example of the foundation and the council turning outward. We considered the question What Divides Us? I really enjoyed the conversation and the June 11 conversation we are co-hosting with Jasper Newton Foundation is a next stop for this group.

I completed the Pre-Budget Worksheet as required by the Department of Local Government Finance.

We will market the library at the Jasper County Fair this year. We will rent booth space and man the booth each evening of the county fair. We found this to be time well spent last year and look forward to being at the fair again this year. We are asking our Friends of the Library groups to fund some giveaways for us. We do have some imprinted items that we have purchased with our marketing budget, but funds are limited so we need some help from our friends.

Wheatfield Library will once again host the county bison, Jasper, August 1- October 31, 2019. We know this helps the County Commissioners as they like him to be removed from the courthouse for several weeks each year due to elections. We are happy to help.

Director salary 2020 will be placed on the December board meeting agenda as per 2018 practice. Director salary for 2020 is to be determined in open session.

System Administrator News

Sheila reports, "I researched options for Game PCs at Wheatfield and DeMotte. The option we chose last year, OnePlay, is no longer in business (we were never able to get it working and support wouldn't respond to our questions). So we researched other options for a patron Game PC. Within the year Google, Microsoft, Sony, and likely Amazon will be announcing or releasing full blown game streaming services (think Netflix for games), but no one knows what that ecosystem will look like yet or if it will work in a library setting. We will continue to use the game computers we have until the new generation of streaming options hit the ground."

Technical Services News

Becky reports, "Mary Molenaar and I researched more about new cases for the Hotspots. Our initial choices were unavailable for purchase because they were not purchased and provided by Amazon. We found some at Staples, and are awaiting their arrival. I worked with Peggy to tweak our AY and Continuations lists to make sure they are accurate. There was a bit of back and forth with Baker & Taylor until we were sure both lists were accurate (ours and theirs)."

DeMotte Library News

Debbie reports, "Poetry in Color displays could be seen in both the lobby case and the art wall. We have had many positive comments about the displays. On the first Friday in April we hosted an Art Reception and Poetry Reception - Poetry in Color. We worked with the Prairie Arts Council, the Prairie Writer's Guild, and Pat Kopanda for this event. The Prairie Writer's Guild wrote poems about the art work from the Prairie Arts Council. The reception was held from 5pm-7pm as poets read their poems (and art was highlighted) while visitors dined on hors d'oeuvres and took in the art work as well as reading poems on their own. It was a fantastic evening and we hope to do it again. A book drawing was also held at the end of the evening with the winners receiving a book that included poems and art from the Prairie Arts Council and the Prairie Writer's Guild. This event was highlighted on the front page of the KV Post and featured in Indiana State Library's Wednesday Word."

Rensselaer Library News

Linda shares, "Dan has trimmed up a lot of the outside areas, and Juanita is doing a stellar job as janitor. The hostas and lilies that Dan shifted last year are coming up nicely and filling in the front of library mulched areas." Janice reports, "It was a very chilly, snowy, rainy, windy April, but Saint A came as often as they could. Our story times have been very well attended. Head Start and CDC really enjoy our visits. We attended Family Fun Day at the Fire House and had a very good turnout. We got quite a few beautifully colored pictures entered into our National Library Week coloring contest. Hopefully the weather in May will be more cooperative."

Wheatfield Library News

Evie reports, "I think Wheatfield's highlight for April was celebrating Rachael's 25th Anniversary with JCPL. It's so great to have dedicated staff who are so deeply loved and appreciated by the community! Rachael didn't have much time to celebrate, though, as she and Nikki had a busy month. They ended up offering two sessions of Toddler time (there's normally only one session, but there was so much interest that she ended up planning a second session...a good problem to have!), book discussion for grades 2-5, After School Program, and Teen Book Discussion. Children's Book Week was the last week of April/first days of May, so Rachael and Nikki have been doing daily programs and a week-long drawing to celebrate the event. For Maker Monday, Rachael was able to borrow the Indiana State Library's Robotics kit and allow participants to play with some new technologies!"

Please contact me if you are unable to attend the May board meeting of if you have any questions about material in your packet.-Patty

F1

JCPL FINANCIAL STATEMENT
April 30, 2019

	Beginning 2019 Balance	Current Month Disbursements	Y-T-D Disbursements	Current Month Receipts	Y-T-D Receipts	Ending Balance
Operating Fund	$769,507.09	$181,219.67	$719,999.11	$129,326.97	$301,930.00	$351,437.98
Public Library Access Card Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Gift Fund	$19,919.87	$2,793.87	$5,711.89	$3,641.16	$13,223.40	$27,431.38
DeMotte	$5,295.26	$1,785.38	$2,255.42	$1,025.00	$5,008.71	$8,048.55
Rensselaer	$11,498.67	$971.13	$2,626.61	$878.16	$5,865.99	$14,738.05
Wheatfield	$3,125.94	$37.36	$829.86	$1,738.00	$2,348.70	$4,644.78
Library Improvement Reserve Fund	$231,768.60	$0.00	$0.00	$20.32	$76.20	$231,844.80
Bond & Interest Redemption Fund	$3,142.90	$0.00	$0.00	$0.00	$0.00	$3,142.90
Rainy Day Fund	$2,249,509.13	$0.00	$0.00	$4,099.63	$16,323.01	$2,265,832.14
Includes Investments of: $2,067,473.51						
State Technology Fund Grant Fund	$0.00	$1,782.00	$7,128.00	$0.00	$20,244.00	$13,116.00
Capital Projects Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Includes Investments of:						
Host/Hospitality Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Levy Excess Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Sales Tax	$220.62	$0.00	$198.89	$17.85	$42.89	$64.62
Construction Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Petty Cash Funds	$120.00	$0.00	$0.00	$0.00	$0.00	$120.00
Cash Change Fund	$150.00	$0.00	$0.00	$0.00	$0.00	$150.00
Insurance Refund Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Insurance Settlement Fund	$0.00	$6,766.67	$6,766.67	$0.00	$6,766.67	$0.00
Payroll Withholding Accts.						
FIT Tax Collected	$0.00	$7,143.67	$28,608.05	$7,143.67	$28,608.05	$0.00
FICA Tax Collected	$0.00	$7,983.04	$31,941.44	$7,983.04	$31,941.44	$0.00
State Tax Collected	$0.00	$3,580.45	$14,306.76	$3,580.45	$14,306.76	$0.00
County Tax Collected	$0.00	$2,802.32	$11,197.16	$2,802.32	$11,197.16	$0.00
Deferred Comp.	$0.00	$2,840.00	$11,360.00	$2,840.00	$11,360.00	$0.00
#125 Pre-tax Plan	$48.16	$3,448.37	$14,263.05	$3,450.16	$14,222.40	$7.51
Employee Life Insur.	$0.88	$243.95	$986.80	$243.94	$985.88	($0.04)
Employee INPRS	$0.00	$3,252.26	$13,197.00	$3,252.26	$13,197.00	$0.00
Garnishments	$23.47	$0.00	$551.43	$0.00	$527.96	$0.00
Credit Union	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
EIC	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
TOTAL ALL FUNDS....................	$3,274,410.72	$223,856.27	$866,216.25	$168,401.77	$484,952.82	$2,893,147.29

F2

Bank Balances

Jasper County Public Library

Report as of: **04/30/19**

	Bank	
1	Alliance Bank	$825,403.78
2	Cash On Hand	$270.00
3	IN-02-0225-0001 TrustINdiana	$2,067,473.51
	Total all banks =	**$2,893,147.29**

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

OPEN INVESTMENTS:

Renewal Date	CD/ACCT #	Issued By	Terms	Principal	%-Interest	Fund	Date Invested	Interest Earned	Comments
	IN-02-0225-0001	TrustINdiana	N/A	$2,000,000.00		Rainy Day	05/15/17	$4,142.20	Jan-19
								$3,803.93	Feb-19
								$4,229.44	Mar-19
								$4,082.24	Apr-19

CLOSED INVESTMENTS:

TOTAL INTEREST EARNED: **$16,257.81**

F2.1

Appropriation Report for 100OPERATING FUND

Jasper County Public Library

Report Date: From 04/01/19 *To* 04/30/19

Account # Description		*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent*
1. Personal Services								
1.11	SALARY OF LIBRARIAN	$77,251.00	$0.00	$77,251.00	$6,437.60	$25,656.80	$51,594.20	66.8
1.12	SALARY OF ASSISTANTS	$1,153,291.00	$0.00	$1,153,291.00	$93,194.55	$375,991.21	$777,299.79	67.4
1.13	WAGES OF JANITORS	$95,314.00	$0.00	$95,314.00	$7,548.25	$27,616.06	$67,697.94	71.0
1.21	EMPLOYER'S SHARE-FICA	$101,428.00	$0.00	$101,428.00	$7,983.04	$31,941.44	$69,486.56	68.5
1.22	UNEMPLOYMENT COMPENSATION	$2,482.00	$0.00	$2,482.00	$1,409.08	$1,632.56	$849.44	34.2
1.23	EMPLOYER'S CONTRIB.- PERF	$117,580.00	$0.00	$117,580.00	$9,538.74	$38,819.91	$78,760.09	67.0
1.24	EMPLOYER'S CONTRIB.- INS.	$169,655.00	$0.00	$169,655.00	$10,455.22	$43,642.48	$126,012.52	74.3
	Subtotal	*$1,717,001.00*		$1,717,001.00	$136,566.48	$545,300.46	$1,171,700.54	68.2
2. Supplies								
2.11	OFFICIAL RECORDS	$500.00	$0.00	$500.00	$0.00	$0.00	$500.00	100.0
2.12	STATIONERY AND PRINTING	$1,000.00	$0.00	$1,000.00	$0.00	$0.00	$1,000.00	100.0
2.13	OTHER OFFICE SUPPLIES	$8,000.00	$0.00	$8,000.00	$548.89	$1,589.55	$6,410.45	80.1
2.21	CLEANING & SANITATION SUPPLIES	$6,500.00	$0.00	$6,500.00	$199.95	$1,467.48	$5,032.52	77.4
2.23	OTHER OPERATING SUPPLIES	$6,000.00	$0.00	$6,000.00	$1,267.73	$1,711.20	$4,288.80	71.5
2.31	BUILDING MATERIALS & SUPPLIES	$2,000.00	$0.00	$2,000.00	$0.00	$20.58	$1,979.42	99.0
2.32	PAINT AND PAINTING SUPPLIES	$400.00	$0.00	$400.00	$0.00	$0.00	$400.00	100.0
2.33	REPAIR PARTS	$1,000.00	$0.00	$1,000.00	$13.99	$31.65	$968.35	96.8
2.41	LIBRARY SUPPLIES	$17,400.00	$0.00	$17,400.00	$2,422.30	$5,371.63	$12,028.37	69.1
2.42	MARKETING SUPPLIES	$100.00	$0.00	$100.00	$0.00	$0.00	$100.00	100.0
	Subtotal	*$42,900.00*		$42,900.00	$4,452.86	$10,192.09	$32,707.91	76.2

3. Other Services and Charge

F3a

F3b

Account #	Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
3.13	LEGAL SERVICES	$7,000.00	$0.00	$7,000.00	$0.00	$390.00	$6,610.00	94.4
3.14	OTHER PROFESSIONAL SERVICES	$16,500.00	$0.00	$16,500.00	$20.00	$189.91	$16,310.09	98.8
3.145	DATABASES & LICENSING SERVICES	$25,034.00	$0.00	$25,034.00	$0.00	$0.00	$25,034.00	100.0
3.146	E-BOOKS SERVICES	$31,500.00	$0.00	$31,500.00	$0.00	$7,625.00	$23,875.00	75.8
3.147	APPS	$100.00	$0.00	$100.00	$0.00	$0.00	$100.00	100.0
3.21	TELEPHONE	$12,000.00	$0.00	$12,000.00	$1,130.64	$3,713.33	$8,286.67	69.1
3.22	POSTAGE	$2,500.00	$0.00	$2,500.00	$40.81	$497.81	$2,002.19	80.1
3.23	MILEAGE	$20,000.00	$0.00	$20,000.00	$2,554.71	$5,019.33	$14,980.67	74.9
3.24	PROFESSIONAL MEETINGS	$12,000.00	$0.00	$12,000.00	$533.24	$2,044.78	$9,955.22	83.0
3.25	FREIGHT	$1,800.00	$0.00	$1,800.00	$168.23	$434.18	$1,365.82	75.9
3.26	NETWORKING	$86,400.00	$0.00	$86,400.00	$1,169.64	$2,411.84	$83,988.16	97.2
3.31	ADVERTISING & PUBLIC NOTICES	$800.00	$0.00	$800.00	$18.00	$499.04	$300.96	37.6
3.33	MARKETING ADVERTISING	$2,500.00	$0.00	$2,500.00	$1,036.65	$1,036.65	$1,463.35	58.5
3.41	OFFICIAL BONDS	$500.00	$0.00	$500.00	$0.00	$300.00	$200.00	40.0
3.42	OTHER INSURANCE	$30,000.00	$0.00	$30,000.00	$0.00	$3,645.00	$26,355.00	87.9
3.51	GAS	$25,000.00	$0.00	$25,000.00	$2,084.43	$9,308.01	$15,691.99	62.8
3.52	ELECTRICITY	$110,000.00	$0.00	$110,000.00	$7,002.05	$25,953.49	$84,046.51	76.4
3.53	WATER	$4,000.00	$0.00	$4,000.00	$279.25	$1,079.59	$2,920.41	73.0
3.54	WASTE DISPOSAL SERVICES	$8,000.00	$0.00	$8,000.00	$676.24	$2,685.96	$5,314.04	66.4
3.61	BUILDING & STRUCTURES	$118,270.00	$0.00	$118,270.00	$1,065.00	$16,197.26	$102,072.74	86.3
3.62	EQUIPMENT REPAIRS	$2,000.00	$0.00	$2,000.00	$0.00	$0.00	$2,000.00	100.0
3.72	EQUIPMENT RENTALS	$300.00	$0.00	$300.00	$12.45	$198.80	$101.20	33.7
3.91	DUES	$2,000.00	$0.00	$2,000.00	$0.00	$1,757.18	$242.82	12.1
3.93	TAXES & ASSESSMENTS	$300.00	$0.00	$300.00	$336.00	$336.00	($36.00)	-12.0
3.94	TRANSFER TO LIRF	$50,000.00	$0.00	$50,000.00	$0.00	$0.00	$50,000.00	100.0
3.95	BOOK REIMBURSEMENT	$200.00	$0.00	$200.00	$0.00	$8.99	$191.01	95.5

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
3.96 PETTY CASH	$120.00	$0.00	$120.00	$0.00	$0.00	$120.00	100.0
3.98 MAINTENANCE/SERVICE CONTRACTS	$112,754.00	$0.00	$112,754.00	$8,235.33	$29,118.89	$83,635.11	74.2
Subtotal	*$681,578.00*		$681,578.00	$26,362.67	$114,451.04	$567,126.96	83.2
4. Capital Outlays							
4.4 FURNITURE & EQUIPMENT	$82,681.00	$0.00	$82,681.00	$0.00	$384.88	$82,296.12	99.5
4.51 BOOKS	$150,000.00	$0.00	$150,000.00	$9,085.94	$30,262.61	$119,737.39	79.8
4.52 PERIODICALS & NEWSPAPERS	$22,000.00	$0.00	$22,000.00	$0.00	$4,665.06	$17,334.94	78.8
4.53 NONPRINTED MATERIALS	$60,000.00	$0.00	$60,000.00	$4,751.72	$14,742.97	$45,257.03	75.4
Subtotal	*$314,681.00*		$314,681.00	$13,837.66	$50,055.52	$264,625.48	84.1
Grand Total	$2,756,160.00	$0.00	$2,756,160.00	$181,219.67	$719,999.11	$2,036,160.89	73.9

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

F3C

Appropriation Report for 155STATE TECHN.FUND GRANT

Jasper County Public Library

Report Date: From **04/01/19** *To* **04/30/19**

F3d

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent*
3. Other Services and Charge							
3.26 NETWORKING	$0.00	$0.00	$0.00	$1,782.00	$7,128.00	($7,128.00)	#Div/0!
Subtotal	*$0.00*		$0.00	$1,782.00	$7,128.00	($7,128.00)	#Div/0!
Grand Total	$0.00	$0.00	$0.00	$1,782.00	$7,128.00	($7,128.00)	#Div/0!

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

Appropriation Report for 196INSURANCE SETTLEMENT F

Jasper County Public Library

Report Date: From **04/01/19** *To* **04/30/19**

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent*
3. Other Services and Charge							
3.61 BUILDING & STRUCTURES	$0.00	$0.00	$0.00	$6,766.67	$6,766.67	($6,766.67)	#Div/0!
Subtotal	*$0.00*		$0.00	$6,766.67	$6,766.67	($6,766.67)	#Div/0!
Grand Total	$0.00	$0.00	$0.00	$6,766.67	$6,766.67	($6,766.67)	#Div/0!

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

F3e

F4a

Voucher List

Jasper County Public Library

Report Date: From **04/01/19** *To* **04/30/19**

Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	**Total**
36813	217	ACE HARDWARE	04/08/19	Maintenance supplies	$53.97
36814	218	ANTHEM BLUE CROSS BLUE	04/08/19	Health Insurance premiums- April 2019	$12,493.13
36815	219	ANTHEM LIFE	04/08/19	Life Insurance premiums- April 2019	$100.98
36816	220	BELFOR USA GROUP, INC.	04/08/19	DeM: Repair & reconstruction of water damaged area	$6,766.67
36817	221	BETTER CONTAINERS MFG. C	04/08/19	Love My Library bags	$269.15
36818	222	CAROLYNN DeVRIES	04/08/19	Mileage 3/19/19	$27.84
36819	223	CREATIVE PRODUCT SOURC	04/08/19	Universe of Stories stickers	$161.20
36820	224	CRESTLINE SPECIALTIES, INC	04/08/19	Promotional earbuds	$409.62
36821	225	DEBORAH KRISTOFF	04/08/19	Mileage 3/20-3/27/19	$104.40
36822	226	DELL MARKETING L.P.	04/08/19	Toner	$401.82
36823	227	DELTA DENTAL	04/08/19	Dental Insurance premiums- April 2019	$540.26
36824	228	DONNA BARKO	04/08/19	Mileage 12/27/18-3/19/19	$19.79
36825	229	ENA SERVICES LLC	04/08/19	Internet service for March 2019	$1,782.00
36826	230	EVELYN S. PARRISH	04/08/19	Mileage 1/3-3/20/19	$318.42
36827	231	GERI-FIT COMPANY LLC	04/08/19	Geri-Fit starter package, stretch bands	$344.85
36828	232	GRAINGER	04/08/19	Light bulbs, ballasts	$566.12
36829	233	HP PRODUCTS CORPORATIO	04/08/19	Trash bags	$45.42
36830	234	JASPER COUNTY TREASURE	04/08/19	DeM: Tax bill for ditch	$336.00
36831	235	KONE, INC.	04/08/19	DeM: Elevator maintenance agreement 4/1-6/30/19	$456.03
36832	236	MELISSA SMITH	04/08/19	Book	$40.60
36833	237	MICHAEL R. ANDERSON	04/08/19	Rens: Snow removal 2/24-3/4/19	$250.00
36834	238	NEILE TRAINOR	04/08/19	Mileage 12/26/18-3/27/19	$126.90
36835	239	NICKOLE HACHLICA	04/08/19	Mileage 3/8-3/21/19	$34.80
36836	240	NIMBO IP LLC	04/08/19	Monthly Managed Service Fee	$815.00
36837	241	NIPSCO	04/08/19	DeM & Wh: Gas & electric service 3/1-4/1/19	$5,801.41
36838	242	NITCO	04/08/19	DeM: Local Phone & Fax Service April 2019	$177.56
36839	243	PATTY STRINGFELLOW	04/08/19	Mileage 2/25-3/14/19	$200.68
36840	244	PRECISION CONTROL SYSTE	04/08/19	HVAC repair	$470.00
36841	245	RACHAEL CAVINDER	04/08/19	Mileage 2/14-3/18/19	$29.00
36842	246	RENSSELAER LAUNDRY ROO	04/08/19	Laundry	$20.00
36843	247	ROEING CORPORATION	04/08/19	Tech Maintenance Support - 2nd Installment 2019	$7,500.00
36844	248	ULINE	04/08/19	Library & office supplies	$550.62
36845	249	VISION SERVICE PLAN	04/08/19	Vision Insurance Premiums- April 2019	$214.74
36846	250	WAL-MART COMMUNITY/SYN	04/08/19	Library, maintenance, & janitorial supplies, Keurig coffee maker	$632.28
36847	251	4IMPRINT, INC.	04/08/19	Promotional pens & pencils	$802.03
36848	252	AARON'S LAWN CARE	04/08/19	Spring cleanups	$345.00
36849	253	BAKER & TAYLOR	04/08/19	Books, Continuations, AV, Auto. Yours	$9,655.90
36850	254	BAKER & TAYLOR ENTERTAIN	04/08/19	AV	$2,655.52
36851	255	BUSINESS CARD	04/08/19	Library & maintenance supplies, Facebook advertising, conference expenses, equipment	$2,867.12
36852	256	CENTURYLINK	04/08/19	Rens: Fax line service- April 2019	$56.10
36853	257	CENTURYLINK	04/08/19	DeM: Long distance service- March 2019	$17.31
36854	258	CULLIGAN WATER CONDITIO	04/08/19	Wh: Water Cooler Rental-April 2019, 5-gallon drinking water- 6	$59.45
36855	259	DEMCO	04/08/19	Library supplies	$382.41
36856	260	GREY HOUSE PUBLISHING	04/08/19	Continuations	$432.50
36857	261	ICC BUSINESS PRODUCTS	04/08/19	Pressboard binders, flag, correction fluid	$75.90
36858	262	INDIANA GROCERY GROUP, L	04/08/19	Cook the Book program supplies, Youth Services Counterparts meeting expenses, Summer Reading prize	$84.88

F4b

Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	**Total**
36859	263	INDIANA HISTORICAL SOCIET	04/08/19	Books	$17.00
36860	264	INDIANA WASTE SERVICE	04/08/19	DeM: Trash Pick-up, April 2019	$94.75
36861	265	KAPCO	04/08/19	Library supplies	$171.82
36862	266	KIRBY RISK CORPORATION	04/08/19	Light bulbs, ballasts	$476.38
36863	267	LINDA POORTENGA	04/08/19	Mileage 3/20-4/5/19	$99.76
36864	268	MIDWEST TAPE	04/08/19	AV	$999.56
36865	269	OFFICE DEPOT	04/08/19	Library, office, & janitorial supplies	$309.98
36866	270	PROQUEST LLC	04/08/19	Microfilm	$397.90
36867	271	RAYANN GILMORE	04/08/19	Rensselaer Petty Cash: postage	$40.81
36868	272	SCHOLASTIC LIBRARY PUBLI	04/08/19	Books	$270.40
36869	273	STAPLES CREDIT PLAN	04/08/19	Poster boards, white paper roll	$67.88
36870	274	SUNRISE PACKAGING INC.	04/08/19	TV Series cases	$571.60
36871	275	TEAM SOFTWARE SOLUTION	04/08/19	Public Web Browser Annual Renewal	$125.00
36872	276	UNIQUE MANAGEMENT SERVI	04/08/19	Collections: Initial/Secondary Placements- March 2019	$89.50
0	277	PAYROLL	04/10/19	PAYROLL	$51,941.16
0	278	ALLIANCE BANK	04/10/19	Direct Deposit Fees - March 2019	$37.00
0	279	CHRISTINA SANDERS	04/10/19	Courier Mileage 3/16/19-3/31/19 (Conf. #783)	$323.64
0	280	GREAT-WEST RETIREMENT S	04/10/19	Annuity Withheld 4/10/19 payroll (Conf. #785)	$1,420.00
0	281	INPRS fbo PERF	04/10/19	INPRS Contributions 4/10/19 Payroll	$6,183.03
0	282	IRS USA TAXPAYMENT	04/10/19	Federal Withholding, Medicare, & FICA withheld 4/10/19 Payroll & Ins. (Acknowledgement 83178237)	$11,154.39
0	283	REPUBLIC SERVICES #715	04/10/19	Wh: Trash Service- April 2019 (Conf #781)	$147.64
0	284	TOWN OF DEMOTTE	04/10/19	DeM: Sewer & Water- March 2019 (conf# 782)	$168.90
0	285	TOWN OF WHEATFIELD	04/10/19	Wh: Sewer Service- April 2019 (Conf# 784)	$77.35
0	286	PAYROLL	04/25/19	PAYROLL	$55,239.24
0	287	AFLAC	04/25/19	Supplemental Insurance April 2019 (Conf #788)	$798.43
0	288	CENTURYLINK	04/25/19	Wh: Fax line April 2019 (Conf #786)	$64.67
0	289	CHRISTINA SANDERS	04/25/19	Courier Mileage 4/1/19-4/15/19 (Conf. #789)	$395.56
0	290	CITY OF RENSSELAER	04/25/19	RENS: Utilities 3/7/19 - 4/8/2019 (Conf. #787)	$3,704.92
0	291	GREAT-WEST RETIREMENT S	04/25/19	Annuity Withheld 4/25/19 payroll (Conf. #791)	$1,420.00
0	292	INDIANA DEPARTMENT OF RE	04/25/19	State & County Taxes withheld April 2019 Payrolls (Ref. #43079)	$6,382.77
0	293	INDIANA DEPT. OF WORKFOR	04/25/19	1st Quarter 2019 Unemployment Compensation Pymt	$1,409.08
0	294	INPRS fbo PERF	04/25/19	INPRS Contributions 4/25/19 Payroll	$6,607.97
0	295	IRS USA TAXPAYMENT	04/25/19	Federal Withholding, Medicare, & FICA withheld 4/25/19 Payroll & Ins. (Acknowledgement 60574755)	$11,955.36
0	296	SPRINT	04/25/19	Hotspot Data Service 3/12 - 4/11/19 (Conf #790)	$1,169.64
0	304	SQUARE, INC	04/30/19	Merchant Processing Fees- April 2019	$27.80

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Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	**Total**
				Total Amount of Claims	**$223,856.27**

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Wednesday, May 08, 2019

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of $223,856.27

Date this 13th **day of** May **,20**19**.**

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

F5a

JASPER COUNTY PUBLIC LIBRARY
Receipt Breakdown
April 30, 2019

	THIS MONTH	YEAR-TO-DATE	TOTAL RECEIPTS THIS MONTH	TOTAL RECEIPTS YEAR-TO-DATE
FINES & FEES:			$2,506.68	$9,960.74
DeMotte	$713.68	$2,641.30		
Rensselaer	$1,151.87	$4,705.44		
Wheatfield	$641.13	$2,614.00		
PHOTOCOPIES:			$781.74	$2,984.46
DeMotte	$237.30	$983.65		
Rensselaer	$365.64	$1,411.21		
Wheatfield	$178.80	$589.60		
INTEREST (Checking, Repurchase, CDs):			$36.76	$191.06
TAXES:			$125,746.86	$288,144.84
Property Tax	$0.00	$0.00		
LOIT	$71,614.20	$71,614.20		
License Excise Tax	$0.00	$0.00		
Financial Institution Tax	$0.00	$0.00		
CVET(Commercial Vehicle Excise)	$0.00	$0.00		
Local Option/Certified Shares	$0.00	$0.00		
Local Option/Property Tax Repl.	$0.00	$0.00		
LIT Certified Shares	$54,132.66	$216,530.64		
TAXABLE SALES:-			$4.93	$12.55
REFUNDS:			$250.00	$636.35
Rebates/Refund	$0.00	$0.00		
Insurance Claims/Reimbursements	$0.00	$0.00		
Meeting Room Rental	$250.00	$600.00		
Reimbursement	$0.00	$0.00		
Fixed Asset Sales	$0.00	$0.00		
Miscellaneous Receipts	$0.00	$36.35		
Interfund Transfer	$0.00	$0.00		
TOTAL OPERATING FUND RECEIPTS			**$129,326.97**	**$301,930.00**
PLAC FUND:			$0.00	$0.00
GIFT FUNDS:			$3,641.16	$13,223.40
DeMotte	$1,025.00	$5,008.71		
Rensselaer	$878.16	$5,865.99		
Wheatfield	$1,738.00	$2,348.70		
LIB. IMPROV. RESERVE FUND:			$20.32	$76.20
Interest Earned	$20.32	$76.20		
Transfer from OPERATING	$0.00	$0.00		
BOND & INTEREST REDEMPTION FUND:			$0.00	$0.00
Property Tax	$0.00	$0.00		
License Excise Tax	$0.00	$0.00		
Financial Institution Tax	$0.00	$0.00		
CVET(Commercial Vehicle Excise)	$0.00	$0.00		
Interfund Transfer	$0.00	$0.00		
RAINY DAY FUND:			$4,099.63	$16,323.01
Special CAGIT Distribution	$0.00	$0.00		
Special LOIT Distribution	$0.00	$0.00		
Interest Earned	$4,099.63	$16,323.01		
Interfund Transfer	$0.00	$0.00		
STATE TECHNOLOGY FUND GRANT FUND:-			$0.00	$20,244.00
HOST/HOSPITALITY FUND:			$0.00	$0.00
LEVY EXCESS FUND:			$0.00	$0.00
SALES TAX:			$17.85	$42.89
CASH CHANGE FUND			$0.00	$0.00
INSURANCE REFUND FUND:			$0.00	$0.00
Interfund Transfer	$0.00	$0.00		
INSURANCE SETTLEMENT FUND			$0.00	$6,766.67
SUB-TOTAL (page 1)			**$137,105.93**	**$358,606.17**

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WITHHOLDING ACCOUNT FUNDS:			$31,295.84	$126,346.65
FIT Tax Collected	$7,143.67	$28,608.05		
FICA Collected	$7,983.04	$31,941.44		
State Tax Collected	$3,580.45	$14,306.76		
County Tax Collected	$2,802.32	$11,197.16		
Deferred Comp Plan	$2,840.00	$11,360.00		
Pre-tax Insurance Plans	$3,450.16	$14,222.40		
Life Insurance	$243.94	$985.88		
INPRS	$3,252.26	$13,197.00		
Garnishments	$0.00	$527.96		
Credit Union	$0.00	$0.00		
TOTAL RECEIPTS - ALL FUNDS..			**$168,401.77**	**$484,952.82**

F6a

Voucher List

Jasper County Public Library

Report Date: From **05/01/19** *To* **05/13/19**

Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	**Total**
0	297	PAYROLL	05/10/19	PAYROLL	$54,978.59
0	298	CHRISTINA SANDERS	05/10/19	Courier Mileage 4/16/19-4/30/19 (Conf. #792)	$395.56
0	299	GREAT-WEST RETIREMENT S	05/10/19	Annuity Withheld 5/10/19 payroll (Conf. #795)	$1,420.00
0	300	INPRS fbo PERF	05/10/19	INPRS Contributions 5/10/19 Payroll	$6,593.57
0	301	IRS USA TAXPAYMENT	05/10/19	Federal Withholding, Medicare, & FICA withheld 5/10/19 Payroll & Ins. (Acknowledgement 04108249)	$11,869.94
0	302	TOWN OF DEMOTTE	05/10/19	DeM: Sewer & Water- April 2019 (conf# 793)	$185.73
0	303	TOWN OF WHEATFIELD	05/10/19	Wh: Sewer Service- May 2019 (Conf# 794)	$77.35
36873	305	AARON'S LAWN CARE	05/13/19	Dem, Rens, & Wh: Mowing & edging	$655.00
36874	306	ACE HARDWARE	05/13/19	Maintenance supplies	$39.01
36875	307	ALLIANCE BANK	05/13/19	Direct Deposit Fees - April 2019	$36.60
36876	308	AMSTERDAM	05/13/19	Bistro Mugs	$802.01
36877	309	ANTHEM BLUE CROSS BLUE	05/13/19	Health Insurance premiums- May 2019	$12,493.13
36878	310	ANTHEM LIFE	05/13/19	Life Insurance premiums- May 2019	$100.98
36879	311	BLUETARP FINANCIAL, INC	05/13/19	Rn: Spare Key Meeting Room Cabinet	$2.00
36880	312	CARDINAL OFFICE PRODUCT	05/13/19	DeMotte Staff Copier Maintenance 1/10/19 - 4/9/2019	$923.02
36881	313	CENTURYLINK	05/13/19	Rens: Fax line service- May 2019	$56.10
36882	314	CENTURYLINK	05/13/19	DeM: Long distance service- April 2019	$18.69
36883	315	CHALLENGER LEARNING CEN	05/13/19	Dem: Summer Reading Presenter (3 Science Stations) on 6/11/19	$180.00
36884	316	COMMONWEALTH TECHNOLO	05/13/19	Wh & Rens: staff copier quarterly service agreements	$1,025.11
36885	317	CONSOLIDATED INSURANCE	05/13/19	Semi-annual premium for building insurance; annual premium for workman's comp	$13,324.00
36886	318	CULLIGAN WATER CONDITIO	05/13/19	Wh: Water Cooler Rental-May 2019	$12.45
36887	319	DELTA DENTAL	05/13/19	Dental Insurance premiums- April 2019	$540.26
36888	320	ENA SERVICES LLC	05/13/19	Internet service for April 2019	$1,782.00
36889	321	HAMSTRA BUILDERS, INC.	05/13/19	WH: Book Drop heat repair	$331.10
36890	322	HP PRODUCTS CORPORATIO	05/13/19	Janitorial supplies	$513.36
36891	323	ICC BUSINESS PRODUCTS	05/13/19	Outdoor US Flags, Ball point pens, Supersize Elastic Bands, Wiggle Eyes, Card Stock Paper - Blast Off Blue, Card Stock Paper, Gamma Green, Dry Erase Board	$219.79
36892	324	INDIANA GROCERY GROUP, L	05/13/19	DEM: Stem Program supplies	$3.96
36893	325	INDIANA WASTE SERVICE	05/13/19	DeM & WH: Trash Pick-up, May 2019	$140.00
36894	326	JASPER COUNTY FAIR ASSO	05/13/19	Jasper County Fair Commercial Booth	$295.00
36895	327	KEVIN J. MANNING	05/13/19	Summer Reading Program Presenter	$450.00
36896	328	KIRBY RISK CORPORATION	05/13/19	Light bulbs	$26.78
36897	329	KROGER GARDIS & REGAS, L	05/13/19	Legal Assistance: FMLA & Personnel Matter	$270.00
36898	330	MANAGE MOBILITY	05/13/19	Replacement hot spot	$80.36
36899	331	MARLENE BEEDLE	05/13/19	Mileage 4/25/19: Digitization Committee Meeting	$25.52
36900	332	MELISSA SMITH	05/13/19	Mileage & Parking 3/8 -4/13/19: Genealogy Conference & Marketing Meeting	$224.50
36901	333	MIDWEST COLLABORATIVE F	05/13/19	Database subscriptions	$1,277.25
36902	334	NIPSCO	05/13/19	DeM & Wh: Gas & electric service 4/1-4/3019	$5,199.24
36903	335	NITCO	05/13/19	DeM: Local Phone & Fax Service May 2019	$177.56
36904	336	POSTMASTER	05/13/19	Stamps	$217.80
36905	337	PRECISION CONTROL SYSTE	05/13/19	Dem & Rens: HVAC repairs	$3,218.50
36906	338	PULASKI COUNTY PUBLIC LIB	05/13/19	NILBA Meeting registrations- J. Umlauf, R. Gilmore, P. Stringfellow	$135.00
36907	339	QUALITY LOGO PRODUCTS, I	05/13/19	Summer Reading Prizes: Ear Buds	$259.20
36908	340	RACHEL KUHN	05/13/19	Book Discussion expenses	$18.27

F6b

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
36909	341	RENSSELAER REPUBLICAN	05/13/19	DeM: Newspaper subscription Acct# 0038530	$139.99
36910	342	ROEING CORPORATION	05/13/19	EOA for Exchange Server	$2,160.00
36911	343	SHANNON HELDAK	05/13/19	Mileage 2/4-5/6/19: Preschool visits, Family Fun Fair, Book Vendor visit	$96.28
36912	344	SHEILA MAXWELL	05/13/19	Mileage 1/10 -5/3/19: Branch Visists, Mgmt Meeting, Counterparts	$343.94
36913	345	SUNRISE PACKAGING INC.	05/13/19	Audiobook cases	$411.81
36914	346	THE LIBRARY CORPORATION	05/13/19	LS2 Reports License Renewal Jul 2019 - June 2020, NCIP Software renewal Jul 2019 -Jun 2020	$800.00
36915	347	TRUGREEN PROCESSING CE	05/13/19	Dem: Lawn Service; Wh: Lawn Service & Ornamental Bed Weed Control	$447.00
36916	348	VISION SERVICE PLAN	05/13/19	Vision Insurance Premiums- May 2019	$214.74
36917	349	WALMART #1618	05/13/19	Supplies for Stem & Homeschool Adventure Programs, Coloring Contest, US Flags, Library Supplies	$288.88
36918	350	WORLD TRADE PRESS	05/13/19	Database subscriptions	$925.00
36919	351	BAKER & TAYLOR	05/13/19	Books, Continuations, AV, Auto. Yours	$10,691.90
36920	352	BAKER & TAYLOR ENTERTAIN	05/13/19	AV	$2,621.70
36921	353	BUSINESS CARD	05/13/19	Library & office supplies, conference/workshop expenses, background check, credit for sales tax previously paid	$1,050.98
36922	354	CHICAGO TRIBUNE	05/13/19	DeM: Newspaper subscription Acct# 20468938 - 6 months	$338.00
36923	355	DEMCO	05/13/19	Library supplies	$1,267.30
36924	356	HAMSTRA BUILDERS, INC.	05/13/19	Wh: 2019 HVAC Service Contract	$1,219.00
36925	357	JANWAY COMPANY USA, INC.	05/13/19	Promotional mugs	$375.68
36926	358	KROGER GARDIS & REGAS, L	05/13/19	Legal Assistance: Personnel Matter	$210.00
36927	359	KROOSWYK PLUMBING, HEAT	05/13/19	DeM: Backflow test	$100.00
36928	360	MANAGE MOBILITY	05/13/19	Replacement hot spot	$80.36
36929	361	MIDWEST TAPE	05/13/19	AV	$1,334.45
36930	362	NIMBO IP LLC	05/13/19	Monthly Managed Service Fee- April 2019; Monthly Managed Service Fees not previously billed: Oct 2017 - April 2018 & Feb 2019	$6,889.70
36931	363	OFFICE DEPOT	05/13/19	Janitorial, library, office, & maintenance supplies	$905.47
36932	364	OLLIS BOOK CORPORATION	05/13/19	Books	$617.03
36933	365	PEGGY MICHELIN	05/13/19	Mileage 1/10-5/8/19	$26.10
36934	366	THE PENWORTHY COMPANY	05/13/19	Books	$1,249.28
36935	367	QUILL CORPORATION	05/13/19	Library & office supplies	$525.11
36936	368	RELIABLE EXTERMINATORS, I	05/13/19	Rens: Exterior treatment	$152.00
36937	369	SCHOLASTIC LIBRARY PUBLI	05/13/19	Books	$233.53
36938	370	SENTIMENTAL PRODUCTIONS	05/13/19	DVDs	$38.25
36939	371	UNIQUE MANAGEMENT SERVI	05/13/19	Collections: Initial/Secondary Placements- April 2019	$71.60

F6c

Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	**Total**
				Total Amount of Claims	**$156,419.37**

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, May 13, 2019

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of $156,419.37

Date this 13th **day of** May **,20** 19.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

ZC4

Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, June 10, 2019, 6pm
Rensselaer Public Library

Opening of Meeting	Moment of Silence
Approval of Consent Agenda & Consent Agenda Items	Action

- Minutes of May Board Meeting
- Bills/Financial Reports
- Salary Ordinance Update (R 7)
- Policy Review (R 10, R 20, R 22)
- DeMotte Touch of Dutch Festival (R 22)

General Business

Annual Impacts - Report of Rensselaer HQ Librarian and Youth Librarian (R 23)	Information
Fairchild House (R 18, R 20, R 23)	Action
STEAM Kits/Circulating Launchpads Additional Circulation Parameters (R 24)	Action
2020 Budget Committee (R 24)	Information

Director's Report (R 22-R 27)	Information

Items for Future Agendas

Public Forum

Adjournment

To inform, enrich, and empower our diverse community.

MINUTES **May 13, 2019**
Jasper County Public Library Board of Trustees **Rensselaer Library**
6:00 PM

Present: Jody Melton, Natalie Waling, Kristie Housman, Janet Umlauf, Mark Heinig, Patricia Stringfellow, Rayann Gilmore, Harry Mohler, Debbie Kristoff
Absent: Kevin Kaluf, Janelle Harper

Executive Session: The library board met in executive session to discuss an employee job performance evaluation. No other topics were discussed. Regular board meeting convened at 6:18 PM.

Agenda & Consent Agenda Approval: The Agenda and Consent Agenda items that included the April Board Meeting Minutes, bills/financial reports, Salary Ordinance Update, and workshop request to send two staff to the Association for Rural & Small Libraries (ARSL) Conference in Burlington, VT September 4-7, 2019 were approved on a motion by M. Heinig, and seconded by J. Melton. Motion passed.

DeMotte Library Parking Lot Project: P. Stringfellow met with architect, Harry Mohler, on April 16 at the DeMotte Library to explain our parking lot project. We need more parking spaces and we wish to reorient the way that vehicles enter and exit our parking lot, eliminating driving on the hill. Handicap parking meets requirements but is at times inadequate. For now we are focusing on our parking lot, but in the future we may renovate the DeMotte Library and perhaps move the main entrance to the south side of the library. Parking lot plans should be made in consideration of this future work. Harry is willing and able to work with us. No contract is required. He will provide a letter that includes a description of his services and fee. P. Stringfellow will provide a response to his letter from the library. This plan has been reviewed with our attorney, Ed Dumas, and his is fine with this arrangement. Ed will review the letters. Harry Mohler introduced himself to the Board and explained a little of the background that his firm, Mohler Architects, has working with libraries on projects as well as the projects that he has specifically worked on for JCPL in the past. Debbie Kristoff, DeMotte Library Branch Manager, expressed some thoughts/concerns that she and her staff have concerning the parking lot project. They would like to see driving on the hill eliminated; more handicapped parking in the lower parking lot with more lighting; and stairs from the top of the hill closer to the upper parking. The storm drain tends to get clogged with snow in the winter which then thaws and refreezes causing icy areas. The asphalt path on the south side of the building is used by students and the community to walk to & from the school. A drive-up book drop would be nice in the future. Harry asked what the time frame is for this project. The Board does not have a specific time frame but would like to see plans as soon as they can be done.

Notary Service: We recommend Notary Service be permanently suspended, removing it from our list of library services. One of our notaries contacted P. Stringfellow at the end of March with concerns about liability in her role as notary. After reviewing the Indiana Notary Public Guide she learned that notarizing a document incorrectly can be a cause for the notary to be liable both civilly and criminally. She expressed concern for herself and for the library, stating that she did not feel that this was a service the library should be offering. P. Stringfellow consulted with our insurance agent and library attorney about matters of liability and best practice. After hearing from both of them she suspend the service mid April and recommends that this service no longer be offered at our library. Our attorney, Ed Dumas, has explained that notary service is a “legal minefield” and that “you can get in deep.” There is a liability risk and it is not advisable. We will retain Melissa Smith at Rensselaer as a notary for the library – for library business only. She will not notarize for the public or staff. Notary signs have already been taken down (as service was temporarily suspended last month, awaiting board action). If patrons ask about notary service, we explain that the service has been suspended and recommend where in the community they may go for notary service, namely to a lawyer, bank, or clerk of the court. N. Waling moved to permanently suspend Notary Service and remove it from our list of library services, seconded by J. Melton. Motion passed.

Harwood Update: P. Stringfellow explained that since her last report we have had a coaching call with our Harwood trainer that went well. We heard reports from each library in our cohort about what they have done so far with their training and reported on JCPL activities. P. Stringfellow did a radio spot for WLQI about our Harwood experience and we are in the beginning stages of training staff on the concept of turning outward, utilizing resources provided for us and emphasizing our Impact Statement. She is planning a community conversation in partnership with the Jasper Newton Foundation which will be held June 11. J. Umlauf is holding a conversation with parents who home school. Debbie Kristoff has focused on the DeMotte Giving Circle, and Evie Parrish will meet with a group of youth from her church. Linda Poortenga will meet with a group of Hispanic women who are currently enrolled in ESL classes. We are in the beginning stages but many conversations will be held over the next several months. Our October Staff Development Day will include a half-day mini course on the Harwood concepts presented by MCLS. J. Umlauf and P. Stringfellow will provide some Harwood training for the board in June as a part of our regular meeting.

Director's Report: House Bill 1343 passed on April 24. The language that passed is better than the language first presented in January, but it is not happy news for public libraries. DLGF is currently reviewing the law and will interpret the language and explain how things will work moving forward. We will talk more specifically about impact once DLGF has given their interpretation. Ed is working on the multiple parcels we have at DeMotte Library. He does not advise re-platting as there is not much to be gained with a re-plat and the process is costly. He is working with the auditor to combine parcel IDs into one for the purposes of the ditch tax. That will tidy things up and save us some money. In mid-April P. Stringfellow checked in with the engineers who helped us with our demolition project last year, expressing concern about the lack of grass. They did a field visit April 18. Seed lines are coming in, and since technically the growing season still hadn't kicked in yet, he advised waiting another month before making a full determination. At that time a lot of the grass had started growing, and he explained that we should see some large pops of other areas over the next few weeks, if it's going to grow. They will check back in mid-May. Pat Kopanda contacted P. Stringfellow to see where the board stands on the matter of the Fairchild House. P. Stringfellow explained there wasn't anything new to report, referencing the letter sent to Pat in January. P. Stringfellow asked if Pat wanted an answer by a specific date. Pat replied that she would like an answer but is not placing a timeline on the response. The Board would like the Fairchild House discussion to be added to the June meeting agenda. P. Stringfellow attended a dinner and conversation hosted by the Jasper Newton Foundation and Indiana Humanities Council titled Chew on This. This is an example of the foundation and the council turning outward. We considered the question What Divides Us? The June 11 conversation we are co-hosting with the Jasper Newton Foundation is a next step for this group.

Items for Future Agendas: Fairchild House on the June Board meeting agenda

Adjournment: With no further matters for discussion J. Umlauf adjourned the meeting at 7:11 PM.

Jody Melton

Jody Melton, Secretary

Janet Umlauf

Attest: J. Umlauf, President

CIRCULATION BY HOLDINGS CODE
May 2019

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	0	0	0	0
Award Winner JE (DAJE)	0	0	0	0
Award Winner JFIC (DAJFIC)	20	0	0	20
Award Winner JNF (DAJNF)	0	0	0	0
Award Winner JPFIC (DAJBPF)	0	0	0	0
Award Winning fiction (DAWFIC)	0	0	0	0
Award Winning non-fiction (DAWN	0	0	0	0
Award Winner YAFIC (DAYAF)	0	0	0	0
Award Winner YAPFIC (DAYPBF)	0	0	0	0
Biography (DBIO)	21	6	0	27
Blu-Ray (DBR)	208	8	7	223
Books on CD (DBKCD)	108	11	0	119
Books on Tape (DBKT)	0	0	0	0
Compact Disc (DCD)	45	1	0	46
Digital Audiobooks (DDA)	43	0	0	43
DVD (DDVD)	1539	76	40	1655
Equipment (DEQP)	27	0	2	29
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	0	0	0	0
Fiction (DFIC)	472	14	9	495
Fiction Fantasy (DFICF)	17	0	2	19
Fiction Inspirational (DFICI)	8	0	0	8
Fiction Mystery (DFICM)	78	2	1	81
Fiction New (DFICNEW)	437	14	17	468
Fiction Science Fiction (DFICSF)	9	0	0	9
Fiction Western (DFICW)	0	0	0	0
Genealogy (DGENE)	0	0	0	0
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	106	0	1	107
Hanging Bags (DHANG)	3	0	1	4
Hotspots (DWIFI)	1	31	4	36
ILL (DILL)	25	0	1	26
Internet (DINTER)	519	0	0	519
Juv. Audio book (DJAUDB)	40	0	4	44
Juv. Biography (DJBIO)	20	0	0	20
Juv. Book on CD (DJBKCD	0	0	0	0
Juv. Book on Tape (DJBKT)	0	0	0	0
Juv. Compact Disc (DJCD)	10	0	1	11
Juv. Digital Device (DJDDP)	14	0	0	14
Juvenile Easy (DJE)	470	8	18	496
Juv. Easy Non-fiction (DJENF)	50	11	0	61
Juv. Easy Reader (DJER)	304	0	3	307
Juv. Easy Reader NF (DJERN)	3	0	0	3
Juv. Fiction (DJFIC)	501	5	4	510
Juv. Graphic Novel (DJGN)	7	0	1	8
Juv. Holiday books (DJHOL)	11	0	0	11
Juv. Magazine (DJMAG)	14	0	0	14
Juv. Music Cassette (DJMC)	0	0	0	0
Juv. Nonfiction (DJNF)	200	13	9	222

Juv. Nonfic Text Bk (DJNFTB)	0	0	0	0
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	0	0	0
Juv. Reference (DJREF)	0	0	0	0
Juv. Toddler (DJTOD)	119	3	0	122
Large Print Fiction (DLPF)	104	19	1	124
Large Print Inspirational (DLPI)	0	0	0	0
Large Print Mystery (DLPM)	0	0	0	0
Large Print New (DLPN)	114	7	2	123
Large Print Nonfic (DLPNF)	4	1	1	6
Large Print Western (DLPW)	0	0	0	0
Magazine (DMAG)	368	0	1	369
Music Cassette (DMCAS)	0	0	0	0
Nonfiction 000 (DNF000)	6	1	0	7
Nonfiction 100 (DNF100)	12	0	0	12
Nonfiction 200 (DNF200)	10	1	1	12
Nonfiction 300 (DNF300)	18	4	4	26
Nonfiction 400 (DNF400)	4	1	0	5
Nonfiction 500 (DNF500)	14	0	0	14
Nonfiction 600 (DNF600)	79	2	9	90
Nonfiction 700 (DNF700)	21	1	1	23
Nonfiction 800 (DNF800)	21	0	0	21
Nonfiction 900 (DNF900)	24	1	1	26
Nonfiction Blu-Ray (DNFBR)	1	0	0	1
Nonfiction DVD (DNFDVD)	58	1	0	59
Nonfiction (DNFIC)	10	0	1	11
Nonfiction New (DNFNEW)	137	7	14	158
Nonfiction VHS (DNFVHS)	0	0	0	0
Oversize (DOVER)	1	0	0	1
Professional Coll. (DPROF)	0	0	0	0
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	0	0	0	0
Playaway View (DVIEW)	0	0	0	0
Reference (DREF)	0	0	0	0
Ref. Magazine (DRMAG)	0	0	0	0
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	2	0	0	2
Software (DSWAR)	1	0	0	1
SRCS (SRCS) DeMotte	0	0	0	0
SRCS (From other libraries ILL-SR	3	124	0	127
SRCS (SRCSW) Wheatfield	0	0	0	0
STEAM Kits (DSTEAM)	0	0	0	0
Vertical File (DVF)	0	0	0	0
VHS (DVHS)	0	0	0	0
YA Audio book (DYAUDB)	4	0	1	5
YA Biography (DYAB)	3	0	0	3
YA Books on CD (DYABKCD)	0	0	0	0
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	105	8	6	119
YA Music CD (DYACD)	0	0	0	0
YA Nonfiction (DYANF)	12	0	1	13
YA Paperback Fic (DYAPBF)	0	0	0	0
Storage (DZSTO)	1	0	0	1
Award Winner JBIO (RAJBIO)	0	0	0	0

Award Winner JE (RAJE)	0	0	0	0
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	1	20	1	22
Blu-Ray (RBR)	17	487	5	509
Books on CD (RBKCD)	9	59	4	72
Books on Tape (RBKT)	0	0	0	0
Compact Disc (RCD)	6	139	1	146
Digital Audiobooks (RDA)	4	35	0	39
DVD (RDVD)	50	2097	66	2213
Equipment (REQP)	0	7	0	7
See librarian (RERR)	0	0	0	0
Express Book (REXP)	0	0	0	0
Fiction (RFIC)	26	431	14	471
Fiction Inspirational (RFICI)	0	0	0	0
Fiction New (RFICNEW)	13	270	13	296
Genealogy (RGENE)	0	0	0	0
Genealogy Mag (RGMAG)	0	0	0	0
Gen. Milroy Coll (RGMIL)	0	0	0	0
Graphic Novels (RGN)	5	155	2	162
Hanging Bag (RHANG)	0	4	0	4
Hotspots (RWIFI)	6	32	9	47
ILL (RILL)	0	21	0	21
Internet (RINTER)	0	525	0	525
Juv. Audio book (RJAUDB)	0	21	2	23
Juv. Biography (RJBIO)	6	6	0	12
Juv. Book on CD (RJBKCD)	0	0	0	0
Juv. Book on Tape (RJBKT)	0	0	0	0
Juv. Compact Disc (RJCD)	1	26	0	27
Juv. Digital Device (RJDDP)	0	7	0	7
Juvenile Easy (RJE)	1	265	28	294
Juv. Easy Non-fiction (RJENF)	0	75	1	76
Juv. Easy Reader (RJER)	2	253	6	261
Juv. Easy Reader NF (RJERN)	1	6	1	8
Juv. Fiction (RJFIC)	32	328	4	364
Juv. Graphic Novel (RJGN)	0	5	0	5
Juv. Magazine (RJMAG)	0	12	0	12
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	13	314	5	332
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	0	2	0	2
Juv. Reference (RJREF)	0	0	0	0
Juv. Toddler (RJTOD)	0	114	4	118
Large Print Fiction (RLPF)	9	147	1	157
Large Print Inspirational	0	0	0	0
Large Print Mystery (RLPM)	0	0	0	0
Large Print New (RLPN)	6	83	0	89
Large Print Nonfic (RLPNF)	0	3	0	3
Large Print Western (RLPW)	0	0	0	0
Magazine (RMAG)	0	405	0	405
Music Cassette (RMCAS)	0	0	0	0
Non-Fiction 000 (RNF000)	1	6	2	9
Non-Fiction 100 (RNF100)	2	16	1	19
Non-Fiction 200 (RNF200)	3	17	0	20
Non-Fiction 300 (RNF300)	3	28	0	31
Non-Fiction 400 (RNF400)	1	1	0	2

Non-Fiction 500 (RNF500)	0	23	0	23
Non-Fiction 600 (RNF600)	21	109	11	141
Non-Fiction 700 (RNF700)	0	42	7	49
Non-Fiction 800 (RNF800)	0	3	1	4
Non-Fiction 900 (RNF900)	4	22	2	28
Nonfiction Blu-Ray (RNFBR)	3	5	0	8
Nonfiction DVD (RNFDVD)	1	117	3	121
Nonfiction (RNFIC)	0	0	0	0
Nonfiction New (RNFNEW)	33	125	16	174
Nonfiction VHS (RNFVHS)	0	0	0	0
Oversize (ROVER)	0	2	0	2
Playaway View (RVIEW)	0	0	0	0
Professional Coll. (RPRO)	0	1	0	1
Reference (REF)	0	0	0	0
Reference Business (RREFB)	0	0	0	0
Ref. Magazine (RRMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	0	6	0	6
Software (RSWAR)	0	1	0	1
SRCS (SRCS) DeMotte	78	10	3	91
SRCS (From other libraries ILL-SR	0	0	0	0
SRCS (SRCSW) Wheatfield	4	4	56	64
STEAM Kits (RSTEAM)	0	0	0	0
Vertical File (RVF)	0	0	0	0
VHS (RVHS)	0	0	0	0
YA Audio book (RYAUDB)	0	2	0	2
YA Biography (RYAB)	0	1	0	1
YA Books on CD (RYABKCD)	0	0	0	0
YA Books on Tape (RYABKT)	0	0	0	0
YA Fiction (RYAF)	5	54	0	59
YA Music CD (RYACD)	5	34	1	40
YA Nonfiction (RYANF)	1	2	0	3
YA Paperback Fic (RYAPBF)	0	0	0	0
Storage (RZSTO)	0	1	1	2

Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	2	2	11	15
Blu-Ray (WBR)	20	7	224	251
Books on CD (WBKCD)	18	10	116	144
Books on Tape (WBKT)	0	0	0	0
Compact Disc (WCD)	14	1	65	80
Digital Audiobooks (WDA)	1	1	14	16
DVD (WDVD)	27	64	1353	1444
Equipment (WEQP)	0	0	5	5
See librarian (WERR)	0	0	0	0
Express Book (WEXP)	0	0	0	0
Fiction (WFIC)	15	14	186	215
Fiction Fantasy (WFICF)	0	4	4	8
Fiction Inspirational (WFICI)	12	4	44	60
Fiction Mystery (WFICM)	2	5	76	83
Fiction New (WFICNEW)	23	13	158	194
Fiction Science Fiction (WFICSF)	0	0	9	9
Fiction Western (WFICW)	0	0	0	0
Genealogy (WGENE)	0	0	0	0

Genealogy Mag (WGMAG)	0	0	0	0
Graphic Novels (WGN)	3	0	74	77
Hanging Bags (WHANG)	0	0	2	2
Hotspots (WWIFI)	5	23	12	40
ILL (WILL)	6	0	14	20
Internet (WINTER)	0	0	228	228
Juv. Audio book (WJAUDB)	2	0	32	34
Juv. Biography (WJBIO)	1	0	9	10
Juv. Book on CD (WJBKCD)	0	0	0	0
Juv. Book on Tape (WJBKT)	0	0	0	0
Juv. Compact Disc (WJCD)	0	1	4	5
Juv. Digital Device (WJDDP)	1	0	4	5
Juvenile Easy (WJE)	17	1	482	500
Juv. Easy Non-fiction (WJENF)	0	1	28	29
Juv. Easy Reader (WJER)	17	0	230	247
Juv. Easy Reader NF (WJERN)	0	0	4	4
Juv. Fiction (WJFIC)	44	11	260	315
Juv. Graphic Novel (WJGN)	1	0	9	10
Juv. Magazine (WJMAG)	0	0	8	8
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	12	5	143	160
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	0	0
Juv. Toddler (WJTOD)	3	0	117	120
Large Print Fiction (WLPF)	2	8	51	61
Large Print Inspirational (WLPI)	0	0	4	4
Large Print Mystery (WLPM)	0	0	2	2
Large Print New (WLPN)	9	7	69	85
Large Print Nonfic (WLPNF)	2	1	17	20
Large Print Western (WLPW)	0	0	0	0
Magazine (WMAG)	2	0	197	199
Non-Fiction 000 (WNF000)	0	0	2	2
Non-Fiction 100 (WNF100)	3	3	12	18
Non-Fiction 200 (WNF200)	0	0	7	7
Non-Fiction 300 (WNF300)	1	0	12	13
Non-Fiction 400 (WNF400)	0	0	2	2
Non-Fiction 500 (WNF500)	0	1	7	8
Non-Fiction 600 (WNF600)	5	3	43	51
Non-Fiction 700 (WNF700)	2	1	9	12
Non-Fiction 800 (WNF800)	0	0	3	3
Non-Fiction 900 (WNF900)	4	5	22	31
Nonfiction Blu-Ray (WNFBR)	0	0	1	1
Nonfiction DVD (WNFDVD)	0	0	40	40
Nonfiction (WNFIC)	0	0	2	2
Nonfiction New (WNFNEW)	16	5	54	75
Nonfiction VHS (WNFVHS)	0	0	0	0
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0
Playaway View (WVIEW)	0	0	0	0
Reference (WREF)	0	0	0	0
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	0	0	0	0

Software (WSWAR)	0	0	1	1
SRCS (SRCS) DeMotte	0	0	0	0
SRCS (From other libraries ILL-SR	0	0	0	0
SRCS (SRCSW) Wheatfield	0	0	0	0
STEAM Kits (WSTEAM)	0	0	0	0
Vertical file (WVF)	0	0	2	2
VHS (WVHS)	0	0	0	0
YA Biography (WYAB)	0	0	0	0
YA Books on CD (WYABKCD)	0	0	9	9
YA Books on Tape (WYABKT)	0	0	0	0
YA Fiction (WYAF)	7	7	81	95
YA Music CD (WYACD)	0	0	0	0
YA Nonfiction (WYANF)	0	1	7	8
YA Paperback Fic (WYAPBF)	0	0	0	0
Storage (WZSTO)	0	0	1	1
TOTAL	7258	7576	5022	19856

CIRCULATION BY HOLDINGS CODE
May 2019

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	0	0	0
Award Winner JE (AJE)	0	0	0	0
Award Winner JFIC (AJFIC)	20	0	0	20
Award Winner JNF (AJNF)	0	0	0	0
Award Winner JPFIC (AJPF)	0	0	0	0
Award Winning fiction (AWFIC)	0	0	0	0
Award Winning non-fiction (AWNF	0	0	0	0
Award Winner YAFIC (AYAF)	0	0	0	0
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	24	28	12	64
Blu-Ray (BR)	249	507	237	993
Books on CD (BKCD)	135	80	120	335
Books on Tape (BKT)	0	0	0	0
Compact Disc (CD)	65	141	66	272
Digital Audiobooks (DA)	48	36	14	98
DVD (DVD)	1616	2237	1459	5312
Equipment (EQP)	27	7	7	41
See librarian (ERR)	0	0	0	0
Express Book (EXP)	0	0	0	0
Fiction (FIC)	513	459	209	1181
Fiction Fantasy (FICF)	17	4	6	27
Fiction Inspirational (FICI)	20	4	44	68
Fiction Mystery (FICM)	80	7	77	164
Fiction New (FICNEW)	473	297	188	958
Fiction Science Fiction (FICSF)	9	0	9	18
Fiction Western (FICW)	0	0	0	0
Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0
Graphic Novels (GN)	114	155	77	346
Hanging Bags (HANG)	3	4	3	10
Hotspots (WIFI)	12	86	25	123

ILL (ILL)	31	21	15	67
Internet (INTR)	519	525	228	1272
Juv. Audio book (JAUDB)	42	21	38	101
Juv. Biography (JBIO)	27	6	9	42
Juv. Book on CD (JBCD)	0	0	0	0
Juv. Book on Tape (JBKT)	0	0	0	0
Juv. Compact Disc (JCD)	11	27	5	43
Juv. Digital Device (JDDP)	15	7	4	26
Juvenile Easy (JE)	488	274	528	1290
Juv. Easy Non-Fiction (JENF)	50	**87**	29	166
Juv. Easy Reader (JER)	323	253	239	815
Juv. Easy Reader NF (JERN)	4	6	5	15
Juv. Fiction (JFIC)	577	344	268	1189
Juv. Graphic Novel (JGN)	8	5	9	22
Juv. Holiday (JHOL)	11	0	0	11
Juv. Magazine (JMAG)	14	12	8	34
Juv. Music Cassette (JMC)	0	0	0	0
Juv. Nonfiction (JNF)	225	332	157	714
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback Fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	2	0	2
Juv. Reference (JREF)	0	0	0	0
Juv. Toddler (JTOD)	122	117	121	360
Large Print Fiction (LPF)	115	174	53	342
Large Print Inspirational (LPI)	0	0	4	4
Large Print Mystery (LPM)	0	0	2	2
Large Print New (LPN)	129	97	71	297
Large Print Nonfic (LPNF)	6	5	18	29
Large Print Western (LPW)	0	0	0	0
Magazine (MAG)	370	405	198	973
Music Cassette (MCAS)	0	0	0	0
Non-Fiction 000 (NF000)	7	7	4	18
Non-Fiction 100 (NF100)	17	19	13	49
Non-Fiction 200 (NF200)	13	18	8	39
Non-Fiction 300 (NF300)	22	32	16	70
Non-Fiction 400 (NF400)	5	2	2	9
Non-Fiction 500 (NF500)	14	24	7	45
Non-Fiction 600 (NF600)	105	114	63	282
Non-Fiction 700 (NF700)	23	44	17	84
Non-Fiction 800 (NF800)	21	3	4	28
Non-Fiction 900 (NF900)	32	28	25	85
Non-Fiction Blu-Ray (NFBR)	4	5	1	10
Non-Fiction DVD (NFDVD)	59	118	43	220
Nonfiction (NFIC)	10	0	3	13
Nonfiction New (NFNEW)	186	137	84	407
Nonfiction VHS (NFVH)	0	0	0	0
Oversize (OVER)	1	2	0	3
Professional Coll. (PROF)	0	1	0	1
Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	0	0	0	0
Playaway View (VIEW)	0	0	0	0
Reference (REF)	3	7	17	27
Reference Business (REFB)	0	0	0	0
Ref. Magazine (RMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0

Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	2	6	0	8
Software (SWAR)	1	1	1	3
SRCS (SRCS) DeMotte	78	10	3	91
SRCS (From other libraries Ill-SRC	3	124	0	127
SRCS (SRCSW) Wheatfield	4	4	56	64
STEAM Kits (STEAM)	0	0	0	0
Vertical File (VF)	0	0	0	0
VHS	0	0	0	0
YA Audio book (YAUDB)	4	2	10	16
YA Biography (YAB)	3	1	0	4
YA Books on CD (YABKCD)	0	0	9	9
YA Books on Tape (YABKT)	0	0	0	0
YA Fiction (YAF)	117	69	87	273
YA Music CD (YACD)	5	34	1	40
YA Nonfiction (YANF)	13	3	8	24
YA Paperback Fic (YAPBF)	0	0	0	0
Storage (ZSTO)	1	1	2	4
				0
Free reads	202	208	69	479
Games/Puzzles	67	70	1	138
Talking books	0	0	0	0
Assignment Shelf Books	0	0	0	0
TOTAL	7534	7866	5116	20516

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	1559	1251	734	3544
Nonfiction	522	498	308	1328
CHILDREN'S BOOKS				
Fiction	1542	999	1170	3711
Nonfiction	313	427	195	935
YA BOOKS				
Fiction	231	224	164	619
Nonfiction	16	4	8	28
Juv. Digital Devices Pre-loaded	15	7	4	26
Magazines, Adult	370	405	198	973
Magazines, Children	14	12	8	34
Sound Recordings, adult	252	259	219	730
Sound Recordings, ch	61	86	47	194
Online databases	0	0	0	0
Software	1	1	1	3
SRCS	85	138	59	282
STEAM Kits	0	0	0	0
Vertical file	0	0	0	0
VHS/DVD/Blu-Ray	1928	2867	1740	6535
Equipment	39	93	32	164
Total	6948	7271	4887	19106
A-V Circulation	2242	3213	2007	7462
A-V Circulation as % of total	32.3%	44.2%	41.1%	39.1%

CIRCULATION STATISTICS

May 2019

	DEMOTTE			RENSSELAER			WHEATFIELD			SYSTEM
	Added Vols.	Withdrew Vols.	**Circulation**	Added Vols.	Withdrew Vols.	**Circulation**	Added Vols.	Withdrew Vols.	**Circulation**	**Total Circ.**
ADULT BOOKS										
Fiction	61	4	**1,559**	68	198	**1,251**	53	4	**734**	**3,544**
Nonfiction	32	2	**522**	68	14	**498**	39	2	**308**	**1,328**
CHILDREN'S BKS										
Fiction	40	2	**1,542**	57	4	**999**	59	7	**1,170**	**3,711**
Nonfiction	14	1	**313**	7	0	**427**	22	0	**195**	**935**
YA BOOKS										
Fiction	20	0	**231**	5	0	**224**	12	1	**164**	**619**
Nonfiction	2	0	**16**	0	0	**4**	0	117	**8**	**28**
J Digital Devices	0	0	**15**	3	0	**7**	0	0	**4**	**26**
Magazines,Adult	0	0	**370**	0	0	**405**	0	0	**198**	**973**
Magazines, Child	0	0	**14**	0	0	**12**	0	0	**8**	**34**
Games, Toys	0	0	**0**	0	0	**0**	0	0	**0**	**0**
Sound Rec/Adult	0	7	**252**	14	1	**259**	15	0	**219**	**730**
Sound Rec/Child	0	0	**61**	1	0	**86**	0	0	**47**	**194**
Online Databases	0	0	**0**	0	0	**0**	0	0	**0**	**0**
Software	0	0	**1**	0	0	**1**	0	0	**1**	**3**
SRCS	0	0	**85**	0	0	**138**	0	0	**59**	**282**
STEAM Kits	0	0	**0**	2	0	**0**	2	0	**0**	**0**
Vertical Files	0	0	**0**	0	0	**0**	0	1	**0**	**0**
DVD/BluRay	0	48	**1,928**	85	97	**2,867**	61	0	**1,740**	**6,535**
Equipment	0	0	**39**	0	0	**93**	0	0	**32**	**164**
TOTAL	169	64	**6,948**	310	314	**7,271**	263	132	**4,887**	**19,106**

END OF MONTH:	**DEMOTTE**	**RENSSELAER**	**WHEATFIELD**
Total Materials Owned	84,464	77,133	61,281
Circulation Increase/Decrease	**-3.4%**	**-3.4%**	**-3.9%**

MONTHLY SYSTEM STATISTICS	2018	2019	% change
Current month's Circulation	19,809	19,106	-3.5%
Jan. to date circulation	104,030	99,014	-4.8%

R3

DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION		
Start of Month Volumes	**End of Month** Volumes	**Start of Month** Volumes	**End of Month** Volumes	**Start of Month** Volumes	**End of Month** Volumes	
						ADULT BOOKS
23,289	23,346	15,945	15,815	17,111	17,160	**Fiction**
19,682	19,712	19,269	19,323	8,092	8,129	**Nonfiction**
						CHILDREN'S BKS
16,371	16,409	14,488	14,541	13,250	13,302	**Fiction**
9,342	9,355	6,526	6,533	6,945	6,967	**Nonfiction**
						YA BOOKS
2,607	2,627	3,467	3,472	3,353	3,364	**Fiction**
603	605	394	394	258	141	**Nonfiction**
				0	0	**J Digital Devices**
				2	2	**Magazines,Adult**
				0	0	**Magazines, Child**
0	0	0	0	0	0	**Games, Toys**
4,127	4,120	552	565	4,655	4,670	**Sound Rec/Adult**
756	756	4,503	4,504	920	920	**Sound Rec/Child**
20	20	646	646	16	16	**Online Databases**
65	65	17	17	-21	-21	**Software**
0	0	0	0	0	0	**SRCS**
0	0	0	2	0	2	**STEAM Kits**
105	105	-1	-1	44	43	**Vertical Files**
7,274	7,226	11,192	11,180	6,468	6,529	**VHS/DVD/Blu-ray**
118	118	142	142	57	57	**Equipment**
84,359	84,464	77,140	77,133	61,150	61,281	**TOTAL**

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT R5

May 2019

	DeMotte	Hrs.	Rensselaer	Hrs.	Wheatfield	Hrs.	TOTAL	HOURS SPENT
INTRALIBRARY LOANS FILLED	242	52	259	56	262	57	763	165
LOCAL HISTORY								
In person	5	1	14	4	0	0	19	5
Letters written	2	2	15	15	0	0	17	17
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use-Wired	519	22	525	22	228	10	1272	53
Internet use-Wireless	1891		2232		744		4867	
VCR Use	0	0	0	0	0	0	0	0
Microforms	3	0	40	5	0	0	43	6
Public FAX24	49		22		34		105	
Typewriter use	0	0	0	0	0	0	0	0
Other equipment used	0	0	37	12	8	3	45	15
OTHER LIBRARY SERVICES USED								
One-on-One Instruction	31		15		1		47	
Outreach activities	66	66	7	5	0	0	73	49
Notarized documents	0	0	0	0	0	0	0	0
Meeting Room Use (no. of grou	49	16	87	29	28	9	164	55
Study room use	61	5	65	5	31	3	157	13
Proctoring	3	2	0	0	0	0	3	2
Tax Forms distributed	0	0	0	0	503	5	503	5
Pull Requests	0	0	0	0	0	0	0	0
E-books downloaded							2366	
IN-HOUSE USE ITEMS	996		181		149		1326	
SELF-CHECKOUT USE	119		398		107		624	
INTERLIBRARY LOANS								
Requests made for:							24	6
Items rec'd for:							27	14
Items requested by other librari							0	
Items supplied to other libraries							0	0

REGISTRATIONS

	DeMotte	Rensselaer	Wheatfield	TOTAL
Total Borrowers	7257	11174	4528	22959
Non-resident, paying	0	0	0	0
PLAC card users	0	0	0	0
Reciprocal borrowers	263	52	125	440
Number of New Patrons Added	47	23	21	

PROGRAMS

	DeMotte	Hrs.	Rensselaer	Hrs.	Wheatfield	Hrs.	TOTAL	HOURS SPENT
Programs for all ages	1	6	1	6	0	0	2	12

Children's Programs (0-13)	19	114	14	84	14	84	47	282
Number attending	972		1082		1153		3207	
YA Programs (14-17)	4	24	2	12	3	18	9	54
Number attending	203		20		318		541	
Adult Programs	8	48	6	36	1	6	15	90
Number attending	250		116		102		468	
Senior Citizen Programs	11	66	3	18	5	30	19	114
Number attending	71		19		34		124	
Total Number of Programs	**43**	258	**26**	156	**23**	138	**92**	552
Total Persons Attending	**1496**		**1237**		**1607**		**4340**	
Total Attending Same Month Last Yr.	1310		1134		1586		4030	
Total Staff Hours Spent		425		310		224	958	956
Total Number of In-House Prograı	**29**		**21**		**14**		**64**	
Total Attendance	**830**		**170**		**541**		**1541**	
Total Number of Outreach Prograı	**14**		**5**		**9**		**28**	
Total Attendance	**666**		**1067**		**1066**		**2799**	

CIRCULATION BY PATRON CODE

PATRONS	**DeMotte**		**Rensselaer**		**Wheatfield**		**ALL LIBRARIES**	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	3710	52.9%	4304	58.7%	3206	65.9%	11220	58.4%
Corporate	9	0.1%	0	0.0%	0	0.0%	9	0.0%
Juvenile 0-11	114	1.6%	111	1.5%	33	0.7%	258	1.3%
Juvenile-AV	601	8.6%	616	8.4%	644	13.2%	1861	9.7%
Nonresident No Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Nonresident Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
PLAC (state library card)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Adult	158	2.3%	272	3.7%	132	2.7%	562	2.9%
Reciprocal Juvenile	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Juvenile AV	13	0.2%	106	1.4%	4	0.1%	123	0.6%
Reciprocal YA	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal YA AV	0	0.0%	14	0.2%	2	0.0%	16	0.1%
School	0	0.0%	18	0.2%	0	0.0%	18	0.1%
School AV	0	0.0%	3	0.0%	0	0.0%	3	0.0%
St. Joseph College	0	0.0%	0	0.0%	0	0.0%	0	0.0%
SRCS	0	0.0%	57	0.8%	0	0.0%	57	0.3%
Staff	2099	30.0%	1486	20.3%	711	14.6%	4296	22.4%
Walking books	61	0.9%	111	1.5%	25	0.5%	197	1.0%
YA 12-17	12	0.2%	6	0.1%	0	0.0%	18	2.9%
YA-AV	231	3.3%	225	3.1%	107	2.2%	563	2.9%
Total	7008		7329		4864		19201	
All items borrowed by nonresidents	171	2.4%	413	5.6%	138	2.8%	722	3.8%

R7

Salary Ordinance 2019
Updated 6/10/19

Name	Classification	Hrly Wage	Start Date	Hrs Worked	Library

The Salary Ordinance Update for 3/11/19 stated: We have hired Thomas Ryan as Rensselaer Page, replacing Kari Lentino who was promoted to Clerk.

It should have stated: We have hired Thomas Ryan as Rensselaer Page, replacing Josslyn Maciejewski who no longer works for the library.

We have examined and approved the changes to the 2019 Jasper County Public Library Salary Ordinance. Dated 6/10/19.

R 10

AUDIOVISUAL EQUIPMENT LOAN POLICY

This policy applies to all A-V equipment available for loan except the LCD Projector, which has a separate policy for its use by patrons.

1. All audiovisual equipment available for loan may be borrowed for a period of 24 hours ~~only~~, unless special arrangements have been made.

2. All equipment, that will be used outside of the library requires a $10 deposit and a $2.00 per day fee, excluding days the library is closed. The deposit will be returned when the equipment is returned undamaged. The organization or individual is responsible for replacement or repair cost of item beyond normal wear, as determined by staff. An additional fine of $2.00 per day will be applied for equipment returned after the agreed upon time.

3. No fee will be charged for use of equipment inside the library.

4. Persons borrowing equipment must be at least 18 years of age and be a cardholder in good standing.

5. ~~All~~ JCPL employees ~~and board members of JCPL~~ are exempt from paying any fees, deposits or fines, but they are responsible for repair or replacement costs of any item beyond normal wear.

5/94; reviewed 6/17; revised 6/19

R 12

Jasper County Public Library
Hotspot Policy

Jasper County Public Library circulates hotspots to provide mobile access to the internet. Borrowers must be 18 years of age or older and a registered JCPL library user in good standing. Borrowers are limited to one hotspot.

Hotspots will be loaned for 7 days and may not be renewed.

Staff-mediated holds may be placed on hotspots for borrowers 18 years of age or older who do not have one currently checked out.

The overdue fine will be $5.00 per day, and the borrower will be blocked until the hotspot is returned. The library will deactivate devices if they are not returned by their due date.

A PIN will be utilized so that patrons cannot change hotspot settings.

Tampering with hotspot settings is prohibited. The Library reserves the right to block patrons from borrowing hotspots if it feels that there is evidence of tampering.

Adopted October 2017; revised 6/19

R 14

Internet Use and Safety Policy

Jasper County Public Library (JCPL) multi-use computers provide access to the internet, digital information, online catalog and Microsoft Office software.

The internet contains a wide variety of material and opinions. Some websites contain material that may be inaccurate, defamatory, illegal or offensive to some people. Users are responsible for determining that the information they access is reliable and suited to their needs.

JCPL staff will identify on its homepage selected, particularly useful, websites. They stand ready to guide patrons in finding reliable information on the internet. JCPL has no control over material residing on the internet and specifically denies any responsibility for the accuracy or quality of information obtained there.

To access the internet via a library computer, users must register for a multi-use workstation with their own library card or a guest pass.

Privacy/confidentiality: The library cannot guarantee the confidentiality of personal information transmitted over the internet. Users should closely guard personal information, credit card numbers, passwords, and other types of authorizations when on the internet. Parents should instruct their children regarding safety and security when using electronic mail, social networking websites, chat rooms, and other forms of direct electronic communication and NEVER to give out personal information (name, address, phone number, etc.) online.

Children and the Internet: Children ages 16 and under must have parental permission to use the internet or view materials on the internet. Parents of minors should be aware of the existence of material which they might consider inappropriate for their children and should educate their children to be responsible internet users. Even though an internet filter is active on library-owned internet computers, parents should realize a filter is only partially effective and monitor their children's use of the internet. The Library staff cannot determine what a parent will consider appropriate for his/her child. As a part of its Internet Use and Safety Policy, the Library highly recommends that parents visit safekids.com for information on children and online safety. The library strongly recommends that parents use the internet access services provided by the library with their children and that the parents provide appropriate supervision. **A signed permission slip is required for children who will use the internet independently. A signed permission slip is not required for children who are seated at an internet computer with their parent/guardian.**

Online catalog computers give access through the internet to INSPIRE and other online databases and should only be used for those purposes. Branches with Genealogy computers allow access to the internet for genealogical research. Genealogy computers/printers/scanners are accessible to all patrons 9th grade and older. Parental consent is not required for minors.

Individuals Using Their Own Equipment: Wireless internet access is available at all JCPL locations. Patrons are welcome to bring wireless devices into each of our branches, however, technical support is not available for personal devices. **Individuals using their own equipment remain subject to the terms of this policy. Patrons need to be aware that wireless networks are inherently insecure and it is strongly recommended that they secure their devices.**

Rules for Usage: JCPL has the right to set and enforce rules concerning the use of the internet and to change those rules at any time, without notice. The Library may limit available bandwidth in order to ensure a minimum standard of service to all users. All users, regardless of age, are expected to abide by the following rules:

1. Some material on the internet is abusive, profane, sexually-oriented or illegal. Accessing these materials from library computers is inappropriate and prohibited. Examples of inappropriate conduct include, but are not limited to:

    - use of the internet for illegal purposes
    - use of the internet to send or display sexually explicit or sexually suggestive materials
    - use of the internet to send unsolicited commercial material or spam
    - engaging in harassing behavior such as sending or posting slanderous, sexual, threatening or patently offensive messages
    - activities that could interfere with or disrupt computer users, services, or equipment

2. Copyright restrictions and licensing agreements may not be violated. All communications and information accessible via the internet should be assumed to be private property.

3. Because the library receives Federal funding for our internet access, Federal law requires that we filter our library computers to protect against access by adults and minors to visual depictions that are obscene, child pornography, or – with respect to use of computers with internet access by minors – harmful to minors. "Minor" is defined as any individual who is under the age of 17. Parents may not authorize filter disabling for their children. Those individuals 17 and over may request that the filter be disabled for their own personal use. The library will not override websites identified as having Malicious

Downloads, Malicious Sites, Spyware/Adware/Keyloggers.

4. Because the library is a public place, staff members have the authority to end an internet session when the Internet Use and Safety Policy is violated. Internet access rights may be suspended or revoked by the JCPL staff at any time, without prior notice, for violation of the conditions of use set forth in this document. JCPL will be the sole arbiter of what constitutes abusive conduct or violation of the JCPL Internet Use and Safety Policy.

5. Use of the internet by both patrons and staff may be monitored.

6. The Library reserves the right to limit the amount of time users may spend online.

7. In consideration for the privilege of using JCPL's internet access, users hereby release and hold harmless JCPL from any and all claims of any nature arising from their use, or inability to use, the internet.

8. Jasper County Public Library wireless internet is intended for use on library property. Piggybacking on library wi-fi is prohibited.

9. Internet users may not attempt unauthorized access, including "hacking" and other unlawful activities.

Internet Use Policy (for employees)

The Internet Use and Safety Policy, as stated above, applies to both patrons and employees.

The following additional provisions apply specifically to employees.

All workplace technology--telephone systems, computers, email & voice mail systems, etc., are business equipment owned by JCPL. All communications and activities conducted on company-owned equipment are the property of the library. Employees should have no expectation of privacy when using library-owned equipment. Employees are encouraged to establish and use a non-work email address for personal correspondence.

Passwords used by employees prevent unauthorized access by other employees but should not be construed as creating an expectation of privacy from authorized access for monitoring purposes.

Employees violating library policy with regard to use of workplace technology will be disciplined.

R18

Fairchild house positives – submitted by Debbie Kristoff 6/4/19

- Houses community events – musical festivals, art exhibits, mystery dinners, teas, wine tasting, pop-up shopping, the Rotary Fun Run; Jasper/Newton Foundation events
- Rented for events – baby showers, bridal showers, weddings, painting lessons, seasonal events, birthday parties
- Non-for-profits use at no cost
- Community centered
- Local children decorate the Christmas tree
- An historical hub that youth and adults in the community visit to learn about our local history
- Houses historical artifacts
- Promotes unity of the community though local history and current events
- House size approximately 2500 square feet
- Lot size almost an acre
- New water system
- New electrical
- Handicap ramp
- New roof
- New front porch
- New air conditioner
- City water
- City sewage
- New staircase inside
- Parking area up-to-date and has beautiful retaining wall with lights
- Garage located on property – currently community uses for storage for the Rotary Ramble
- Financial accounts at the end of the year always in the black
- All funded by grants and personal donations
- It is a vibrant community center
- Unites the community – and builds bridges with all generations
- Helps local history come alive
- Youth from the local schools come to visit and learn about our history, community, and current events
- Wants to grow and serve the community into the future
- Endowment of $11,000 - $13,000 per year (covers all utilities)
- Several thousand dollars in bank account
- House completely paid for – there is no mortgage - and debt free
- Continue to turn outward to meet new needs of the community

R 20

Jasper County Library
% Patty Stringfellow Director

Dear Patty,

The Fairchild House Board would like to offer the Fairchild House to the DeMotte Library at no cost to you to use for a community building for DeMotte. The building has been used a rental to the community for birthday parties, bridal and baby showers, and for weddings inside and out. Also meeting rooms for businesses. Rent is $100. Community non-profits use it for events at no charge.

The building, a 501c3, purchased in 2003, is paid off, receives an approximate $3000 yearly endowment which pays the heat, light and water bill.

During the years we owned it we have made these improvements:

Replaced the brick wall across the front of the property
Built a handicapped ramp
Built up the side walls of the outside steps
Replaced 2 air conditioners (1 upstairs, 1 downstairs)
Replaced the roof
Repaired the stairs to the 2nd floor
Some landscaping, adding trees and flowers

Our Board Members include: Andy Andree, Pres., Pat Kopanda, Doreen Andree, Treas., Norm Chappell Secy., Terri Boezeman, Nancy Bush, Maryann Mehan, Ruth Pederson, Louise Renz.

Sincerely,
Pat Kopanda
Pat Kopanda

Director's Report
May 2019

Consent Agenda

You will be approving the minutes of the May board meeting, bills, and financial reports.

Salary Ordinance Update: There were updates this month. Please see R 7. **If you approve the Consent Agenda items, you will approve the updates to the Salary Ordinance as presented.**

Policies for Review: In June four policies are up for review: AV Equipment Loan Policy, Hotspot Policy, Social Media Policy, and Internet Use and Safety Policy. I am recommending a revision to the AV Equipment Loan Policy, striking the language about board members being exempt from paying fees/deposits/fines. Board members may not receive any 'financial gain' for serving on the library board as per the Indiana State Library. I am recommending a revision to the Hotspot Policy, forbidding tampering with settings because we have had issues with patrons opening the back of the hotspot and attempting to reset network names/passwords. To address this we will create all different network names and passwords once every 12 months, and we will implement security labels on the back of the devices. Having this language in the policy will help us manage patron behavior. I am recommending a revision to the Internet Use and Safety Policy, adding a sentence required by the Children's Internet Protection Act (CIPA) regarding unauthorized access (hacking). No revisions are recommended to the Social Media Policy. Please see R 10, R 12, and R 14. **If you approve the Consent Agenda Items you will approve revisions to the AV Equipment Loan Policy, Hotspot Policy, and Internet Use and Safety Policy as presented.**

DeMotte Touch of Dutch Festival: The festival will be held on Saturday, August 10, 2019 in DeMotte's Spencer Park. A 5K Run begins at 8 am at the corner of the library and ends at the corner of the library. The grounds and all the parking areas are used for runners, spectators, food for runners, and awards. A parade is scheduled in the morning. Managing Librarian, Debbie, requests to be closed on festival day due to congestion around the library and struggles of getting to the library. The restrooms will be open for public use. The Friends of the Library will hold a book sale in the library story time room, and one staff member will remain at the library all day, even with the library being closed to the public. Board approval is needed to close the DeMotte Library on August 10, 2019. **If you approve the Consent Agenda Items you will approve our closing DeMotte Library on August 10, 2019.**

General Business:

Annual Impacts - Report of Rensselaer HQ Librarian and Youth Librarian: Librarians Linda Poortenga and Janice Wilma will make their annual reports to the board.

Fairchild House: At our January 2019 board meeting I reported the following to you: Pat Kopanda, a member of the Fairchild House Board in DeMotte has sent a letter to the Library Board indicating that the Fairchild House Board would like to give the Fairchild House to the Jasper County Public Library. Fairchild House is an historic home built in 1922 that is currently used for community meeting space. Their wish is to give the Fairchild House to the Library so that the home can be kept open for the community. At that time you expressed that you wanted time to consider the offer before responding. I drafted a letter to the Board of the Fairchild House to that effect. At our May 2019 board meeting I reported the following to you: Pat Kopanda contacted me to see where the board stands on the matter of the Fairchild House. I explained there wasn't anything new to report, referencing the letter I sent to Pat in January. I asked if Pat wanted an answer by a specific date. Pat replied that she would like an answer but is not placing a timeline on the response. The Board requested that the Fairchild House discussion be added to the June board meeting agenda. As I have previously expressed to you, I do have concerns about the impact this gift would have on our resources – namely staff time to maintain and manage an additional building and operating funds needed for insurance, snow removal, lawn care, supplies, equipment, landscape and building maintenance, and repairs. There would also be costs to operate this facility (such as cleaning, scheduling, showing to prospective renters, etc.) It is my understanding that the Fairchild House board currently handles financial matters with grants and personal donations along with an endowment for utilities that would come with the house. Seeking grant funds for maintenance and upkeep would require staff time and is an unreliable source of income. Debbie has drafted a list of Fairchild House positives. Please see R 18. These are her words. She spoke with three people currently involved with the Fairchild House – Andy Andree, Peggy Michelin, and Pat Kopanda. Andy and Pat currently serve on the Fairchild House Board. I believe that Peggy may have previously served on the board but am not certain about that. Debbie also included her own observations in the list. I do feel that it is an honor to be considered for this gift. The Fairchild House Board clearly sees us as good stewards of our resources, but I do not recommend that the board accept this gift in consideration of the impact it would have on staff time and our library budget. If the board does wish to accept the gift, I recommend seeking guidance from our library attorney regarding matters of acceptance and recommend a building inspection prior to accepting. I also recommend clarification of the endowment amount and other funds that come with this gift. Pat Kopanda's January letter can be found on R 20. **A board vote is required to accept or reject this gift which will have a lasting maintenance impact as per our Gift Policy.**

STEAM Kits/Circulating Launchpads Additional Circulation Parameters: In December 2018 the board approved our adding two new material types: STEAM Kits and Circulating Launchpads with the following circulation parameters: holds/renewals allowed with one-week checkout. We recommend that the board approve the following additional circulation parameters for both materials types: limit one per card and $1 per day fine. **A board vote is required.**

2020 Budget Committee: We have a new DLGF Field Rep, Tina Market. She has set the date for our Budget Workshop, August 15. I need to establish a meeting date/time with members of the Board Budget Committee to review budget recommendations before I meet with the Field Rep. I suggest meeting on either August 1, 2, or 5. Committee members include: Kevin Kaluf, Chair; Mark Heinig; and Natalie Waling. Because the Field Rep is meeting with us after our August board meeting, we will need to set a date for a special meeting for the full board to approve the budget for advertising. I recommend Monday, August 19 for this special board meeting. We will firm things up at our June board meeting.

Director's Report:

We received our advance tax draw as expected.

Long Range Plan/Technology Plan Update: Since our last update we have completed the following: **Goal 1 JCPL is a welcoming community hub**: waived old Galaxy fines; continued to maintain Geocaches; added Winnie the Pooh house/reading nook at DeMotte Library; our janitorial and maintenance staff worked hard to keep our buildings and landscaped areas clean and maintained; our meeting rooms were used for many public meetings; sought quotes for LED retrofit for interior lights **Goal 2 JCPL is a collaborative community partner**: attended Safe and Healthy Baby Seminar at Franciscan Health; visited and hosted various schools and pre-schools for programs, presentations, and tours; attended/hosted various counterparts meetings; participated in community conversations hosted by Jasper County Economic Development and Jasper Newton Foundation; offered "Poetry in Color" program – collaborating with the Prairie Writers Guild and the Prairie Arts Council; partnered with Work One to have a representative at the DeMotte and Wheatfield Libraries one day each month; partnered with the Lake County Parks Department and the Voyageurs to hold an event in the library; attended Escape Room sessions at Newton County Public Library to learn how to offer this type of programming; began to turn outward, holding various community conversations and applying our Harwood training; assisted US Census Bureau staff get the word out in Jasper County about the 2020 Census **Goal 3 JCPL increases awareness of its services and collections**: marketing information was distributed to schools about our youth programs; we had articles (front page too) in the local press and the Wednesday Word; continued to offer one-on-one device training; promoted library events and collections on social media, via newspaper and radio, and in our newsletter; we were included in the DeMotte Chamber email newsletter; our programs were advertised on the bank's changing sign; the Voyageur program highlighted our collections as people searched out more information about the 1800 fur traders; promoted the library at the Family Fun Fair; promoted library at DeMotte Elementary Science Expo; promoted summer reading with school visits; spoke to various community groups about our services and collections; celebrated National Library Week and Children's Book Week with special programs and events **Goal 4 JCPL engages its community in lifelong learning**: uploaded additional yearbooks to Internet Archive; all patron pcs have been updated with Office 2013; attended various workshops and webinars; offered Genealogy Help programs; Digital Access cards are being used and new ones have been ordered for next school year; continued to offer the Best Sellers as soon as they are available; daily we help patrons with technology questions; assisted on eLearning days; assisted patrons with the new public copier/printer; offered STEM programming for various ages on different days/times; offered numerous library programs on a variety of topics.

Here is an example of a recent e-reference question/answer/and word of appreciation from a satisfied patron as shared by Rachel K., ILL Specialist –

Question - Does the Jasper County Library partake in the National Library System of free books delivered to a person at home who has Macular Degeneration?

Response - Jasper County does participate in the program. We have two ways the library may be of service. The first way is through the Indiana State Library at https://www.in.gov/library/tbbl.htm. Patrons may borrow Braille books, digital audio books, large print books, audio magazines, and special playback equipment from the library. Materials will be mailed directly to patrons' homes using "free matter for the blind". Braille and audio books are also available to download. I invite you to visit that website to see if the services there may be what you are looking for. The second service we offer is available through each of Jasper County Public Libraries. Once an account is set up (which staff can assist you with) Walking Books staff at each library will take new books, DVDs, or CDs and pick up any used items to the patron every two weeks. The items are checked out for a six week period of time.

Warm Fuzzy - Thank you very much for your help. I will contact the Wheatfield Library since we live in Wheatfield. This is one of the great things we love about living in Jasper County, and that is the help that is given. - Dan Wilk

Linda reports that the Books to Bridge the Region selections for 2019 are:

- Adult Boy in a Million by Monica Woods
- YA/Middle The Stars Beneath our Feet by David Barclay Moore
- Elementary Red: a crayon's story by Michael Hall

We will launch a User/Non-User Survey in mid-June to assess how well we are meeting needs with our current collections, services, facilities, and hours. Collected data will be considered when we draft our new Long Range Plan 2020-2024.

System Administrator News

Sheila attended a NICCL Roundtable meeting that she deemed ‘excellent’. Topics of discussion included: hotspots, Windows 10, print management, web filters and more. Hotspot troubleshooting has been a near constant. She and Chris continue to work on the email archiving project. They will soon set up parameters and begin to test. Discussions about Windows 10 on new pcs and Google Chrome deployment on Windows 7 are in process.

Technical Services News

Becky reports, “I met with Evie, Rayann & Mary to discuss and choose transparent book bags for the STEAM Kits. Fortunately, we were able to find bags that would hold all of the different STEAM kits. We received these book bags, and are currently cataloging the kits and sending them out to the libraries. So far 2 kits have been sent, The Marble Run, and The Telescope! My staff and I participated in the Harwood meeting with Linda where we discussed the Three A’s. I participated in the “Lunch & Learn” held by The Jasper Newton Foundation. This was a presentation on Generational Differences, and was quite interesting. The official title was “Is Your Organization Ready for Millennials?””

DeMotte Library News

Debbie reports, “How exciting! The Voyageur Rendezvous Re-enactors were at the DeMotte library all day on a Saturday in May to greet the community and share about fur trading in the local area during the 1800’s. We had over 91 patrons stop to talk, explore, and learn. We even had a real birch wood canoe in the library. After the event there were articles featured in the KV Post, the Wednesday Word, and the ILF newsletter. At the conclusion of the event, the re-enactors asked if they could come back next year too – we look forward to having them back next year.”

Rensselaer Library News

Linda reports, “Rachel and I attended a SRCS update meeting at the Crown Point Library. The SRCS system will be unavailable June 21-24 for a major update. Dan treated the Ash Trees and is painting the northwest side green in the adult side of the library. Our newest janitors are doing a stellar job of getting the library clean.” Janice continues, “May was busy with programs and preparation for summer reading. The kids are really enjoying STEAM workshop, we used our new flight simulator and the kids really enjoyed it. YU-GI-OH has been very well attended. The CDC clients really enjoyed playing bingo. Our school visits went well and Lego night was well attended. We are looking forward to all the fun summer reading activities we have planned."

Wheatfield Library News

Evie reports, "Adult services had some pretty cool programs this month – Carolynn held her second Social Club at Wheatfield Lanes, which allowed the participants to bowl, play arcade games, and converse. She had some of the same attendees as the first month, along with a few new faces! I offered an Instant Pot class/demonstration, let by Alice Smith from the Purdue Extension Office, which was well-attended (21 people) and well-received. The following week I offered a "Girls' Night Out: Fairy Gardens" event, at which we had 51 participants! Everyone had a blast at this event and I've had many ask if we will do another such event in the future. Our monthly Health Screenings and WorkOne programs were also offered, although attendance was lacking for those, and Carolynn and I also hosted our monthly book discussions and Morning Movie."

Please contact me if you are unable to attend the June board meeting or if you have any questions about materials in your packet.-Patty

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JCPL FINANCIAL STATEMENT
May 31, 2019

	Beginning 2019 Balance	Current Month Disbursements	Y-T-D Disbursements	Current Month Receipts	Y-T-D Receipts	Ending Balance
Operating Fund	$769,507.09	$201,777.73	$921,776.84	$584,072.34	$886,002.34	$733,732.59
Public Library Access Card Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Gift Fund	$19,919.87	$2,373.53	$8,085.42	$2,056.33	$15,279.73	$27,114.18
DeMotte	$5,295.26	$372.70	$2,628.12	$104.32	$5,113.03	$7,780.17
Rensselaer	$11,498.67	$1,184.87	$3,811.48	$1,357.95	$7,223.94	$14,911.13
Wheatfield	$3,125.94	$815.96	$1,645.82	$594.06	$2,942.76	$4,422.88
Library Improvement Reserve Fund	$231,768.60	$0.00	$0.00	$19.69	$95.89	$231,864.49
Bond & Interest Redemption Fund	$3,142.90	$0.00	$0.00	$0.00	$0.00	$3,142.90
Rainy Day Fund	$2,249,509.13	$6,074.70	$6,074.70	$4,220.18	$20,543.19	$2,263,977.62
Includes Investments of: $2,071,677.04						
State Technology Fund Grant Fund	$0.00	$1,782.00	$8,910.00	$0.00	$20,244.00	$11,334.00
Capital Projects Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Includes Investments of:						
Host/Hospitality Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Levy Excess Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Sales Tax	$220.62	$0.00	$198.89	$43.01	$85.90	$107.63
Construction Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Petty Cash Funds	$120.00	$0.00	$0.00	$0.00	$0.00	$120.00
Cash Change Fund	$150.00	$0.00	$0.00	$0.00	$0.00	$150.00
Insurance Refund Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Insurance Settlement Fund	$0.00	$0.00	$6,766.67	$0.00	$6,766.67	$0.00
Payroll Withholding Accts.						
FIT Tax Collected	$0.00	$7,367.55	$35,975.60	$7,367.55	$35,975.60	$0.00
FICA Tax Collected	$0.00	$8,192.38	$40,133.82	$8,192.38	$40,133.82	$0.00
State Tax Collected	$0.00	$3,666.14	$17,972.90	$3,666.14	$17,972.90	$0.00
County Tax Collected	$0.00	$2,879.10	$14,076.26	$2,879.10	$14,076.26	$0.00
Deferred Comp.	$0.00	$2,840.00	$14,200.00	$2,840.00	$14,200.00	$0.00
#125 Pre-tax Plan	$48.16	$3,448.37	$17,711.42	$3,450.16	$17,672.56	$9.30
Employee Life Insur.	$0.88	$243.95	$1,230.75	$244.94	$1,230.82	$0.95
Employee INPRS	$0.00	$3,345.12	$16,542.12	$3,345.12	$16,542.12	$0.00
Garnishments	$23.47	$0.00	$551.43	$0.00	$527.96	$0.00
Credit Union	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
EIC	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
TOTAL ALL FUNDS....................	$3,274,410.72	$243,990.57	$1,110,206.82	$622,396.94	$1,107,349.76	$3,271,553.66

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Bank Balances

Jasper County Public Library

Report as of: **05/31/19**

	Bank	
1	Alliance Bank	$1,199,606.62
2	Cash On Hand	$270.00
3	IN-02-0225-0001 TrustINdiana	$2,071,677.04
	Total all banks =	**$3,271,553.66**

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

OPEN INVESTMENTS:

Renewal Date	CD/ACCT #	Issued By	Terms	Principal	%-Interest	Fund	Date Invested	Interest Earned	Comments
	IN-02-0225-0001	TrustINdiana	N/A	$2,000,000.00		Rainy Day	05/15/17	$4,142.20	Jan-19
								$3,803.93	Feb-19
								$4,229.44	Mar-19
								$4,082.24	Apr-19
								$4,203.53	May-19

CLOSED INVESTMENTS:

TOTAL INTEREST EARNED: **$20,461.34**

F2.1

Appropriation Report for 100OPERATING FUND

Jasper County Public Library

Report Date: From **05/01/19** *To* **05/31/19**

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent*
1. Personal Services							
1.11 SALARY OF LIBRARIAN	$77,251.00	$0.00	$77,251.00	$6,437.60	$32,094.40	$45,156.60	58.5
1.12 SALARY OF ASSISTANTS	$1,153,291.00	$0.00	$1,153,291.00	$96,046.46	$472,037.67	$681,253.33	59.1
1.13 WAGES OF JANITORS	$95,314.00	$0.00	$95,314.00	$7,433.61	$35,049.67	$60,264.33	63.2
1.21 EMPLOYER'S SHARE-FICA	$101,428.00	$0.00	$101,428.00	$8,192.38	$40,133.82	$61,294.18	60.4
1.22 UNEMPLOYMENT COMPENSATION	$2,482.00	$0.00	$2,482.00	$0.00	$1,632.56	$849.44	34.2
1.23 EMPLOYER'S CONTRIB.- PERF	$117,580.00	$0.00	$117,580.00	$9,853.13	$48,673.04	$68,906.96	58.6
1.24 EMPLOYER'S CONTRIB.- INS.	$169,655.00	$0.00	$169,655.00	$10,455.22	$54,097.70	$115,557.30	68.1
Subtotal	*$1,717,001.00*		$1,717,001.00	$138,418.40	$683,718.86	$1,033,282.14	60.2
2. Supplies							
2.11 OFFICIAL RECORDS	$500.00	$0.00	$500.00	$0.00	$0.00	$500.00	100.0
2.12 STATIONERY AND PRINTING	$1,000.00	$0.00	$1,000.00	$0.00	$0.00	$1,000.00	100.0
2.13 OTHER OFFICE SUPPLIES	$8,000.00	$0.00	$8,000.00	$887.96	$2,477.51	$5,522.49	69.0
2.21 CLEANING & SANITATION SUPPLIES	$6,500.00	$0.00	$6,500.00	$763.92	$2,231.40	$4,268.60	65.7
2.23 OTHER OPERATING SUPPLIES	$6,000.00	$0.00	$6,000.00	$89.18	$1,800.38	$4,199.62	70.0
2.31 BUILDING MATERIALS & SUPPLIES	$2,000.00	$0.00	$2,000.00	$0.00	$20.58	$1,979.42	99.0
2.32 PAINT AND PAINTING SUPPLIES	$400.00	$0.00	$400.00	$0.00	$0.00	$400.00	100.0
2.33 REPAIR PARTS	$1,000.00	$0.00	$1,000.00	$0.00	$31.65	$968.35	96.8
2.41 LIBRARY SUPPLIES	$17,400.00	$0.00	$17,400.00	$1,422.04	$6,793.67	$10,606.33	61.0
2.42 MARKETING SUPPLIES	$100.00	$0.00	$100.00	$0.00	$0.00	$100.00	100.0
Subtotal	*$42,900.00*		$42,900.00	$3,163.10	$13,355.19	$29,544.81	68.9

3. Other Services and Charge

F3a

F36

Account #	Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
3.13	LEGAL SERVICES	$7,000.00	$0.00	$7,000.00	$480.00	$870.00	$6,130.00	87.6
3.14	OTHER PROFESSIONAL SERVICES	$16,500.00	$0.00	$16,500.00	$413.32	$603.23	$15,896.77	96.3
3.145	DATABASES & LICENSING SERVICES	$25,034.00	$0.00	$25,034.00	$4,362.25	$4,362.25	$20,671.75	82.6
3.146	E-BOOKS SERVICES	$31,500.00	$0.00	$31,500.00	$0.00	$7,625.00	$23,875.00	75.8
3.147	APPS	$100.00	$0.00	$100.00	$0.00	$0.00	$100.00	100.0
3.21	TELEPHONE	$12,000.00	$0.00	$12,000.00	$1,132.04	$4,845.37	$7,154.63	59.6
3.22	POSTAGE	$2,500.00	$0.00	$2,500.00	$217.80	$715.61	$1,784.39	71.4
3.23	MILEAGE	$20,000.00	$0.00	$20,000.00	$1,507.46	$6,526.79	$13,473.21	67.4
3.24	PROFESSIONAL MEETINGS	$12,000.00	$0.00	$12,000.00	$734.63	$2,779.41	$9,220.59	76.8
3.25	FREIGHT	$1,800.00	$0.00	$1,800.00	$158.45	$592.63	$1,207.37	67.1
3.26	NETWORKING	$86,400.00	$0.00	$86,400.00	$1,175.94	$3,587.78	$82,812.22	95.8
3.31	ADVERTISING & PUBLIC NOTICES	$800.00	$0.00	$800.00	$0.00	$499.04	$300.96	37.6
3.33	MARKETING ADVERTISING	$2,500.00	$0.00	$2,500.00	$960.25	$1,996.90	$503.10	20.1
3.41	OFFICIAL BONDS	$500.00	$0.00	$500.00	$0.00	$300.00	$200.00	40.0
3.42	OTHER INSURANCE	$30,000.00	$0.00	$30,000.00	$13,324.00	$16,969.00	$13,031.00	43.4
3.51	GAS	$25,000.00	$0.00	$25,000.00	$1,442.54	$10,750.55	$14,249.45	57.0
3.52	ELECTRICITY	$110,000.00	$0.00	$110,000.00	$7,060.43	$33,013.92	$76,986.08	70.0
3.53	WATER	$4,000.00	$0.00	$4,000.00	$249.08	$1,328.67	$2,671.33	66.8
3.54	WASTE DISPOSAL SERVICES	$8,000.00	$0.00	$8,000.00	$573.85	$3,259.81	$4,740.19	59.3
3.61	BUILDING & STRUCTURES	$118,270.00	$0.00	$118,270.00	$4,903.60	$21,100.86	$97,169.14	82.2
3.62	EQUIPMENT REPAIRS	$2,000.00	$0.00	$2,000.00	$0.00	$0.00	$2,000.00	100.0
3.72	EQUIPMENT RENTALS	$300.00	$0.00	$300.00	$12.45	$211.25	$88.75	29.6
3.91	DUES	$2,000.00	$0.00	$2,000.00	$0.00	$1,757.18	$242.82	12.1
3.93	TAXES & ASSESSMENTS	$300.00	$0.00	$300.00	$0.00	$336.00	($36.00)	-12.0
3.94	TRANSFER TO LIRF	$50,000.00	$0.00	$50,000.00	$0.00	$0.00	$50,000.00	100.0
3.95	BOOK REIMBURSEMENT	$200.00	$0.00	$200.00	$0.00	$8.99	$191.01	95.5

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent*
3.96 PETTY CASH	$120.00	$0.00	$120.00	$0.00	$0.00	$120.00	100.0
3.98 MAINTENANCE/SERVICE CONTRACTS	$112,754.00	$0.00	$112,754.00	$4,096.96	$33,215.85	$79,538.15	70.5
Subtotal	*$681,578.00*		$681,578.00	$42,805.05	$157,256.09	$524,321.91	76.9
4. Capital Outlays							
4.4 FURNITURE & EQUIPMENT	$82,681.00	$0.00	$82,681.00	$160.72	$545.60	$82,135.40	99.3
4.51 BOOKS	$150,000.00	$0.00	$150,000.00	$11,196.97	$41,459.58	$108,540.42	72.4
4.52 PERIODICALS & NEWSPAPERS	$22,000.00	$0.00	$22,000.00	$477.99	$5,143.05	$16,856.95	76.6
4.53 NONPRINTED MATERIALS	$60,000.00	$0.00	$60,000.00	$5,555.50	$20,298.47	$39,701.53	66.2
Subtotal	*$314,681.00*		$314,681.00	$17,391.18	$67,446.70	$247,234.30	78.6
Grand Total	$2,756,160.00	$0.00	$2,756,160.00	$201,777.73	$921,776.84	$1,834,383.16	66.6

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

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Appropriation Report for 151RAINY DAY FUND

Jasper County Public Library

Report Date: From **05/01/19** *To* **05/31/19**

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent*
3. Other Services and Charge							
3.13 LEGAL SERVICES	$10,000.00	$0.00	$10,000.00	$0.00	$0.00	$10,000.00	100.0
3.14 OTHER PROFESSIONAL SERVICES	$50,000.00	$0.00	$50,000.00	$0.00	$0.00	$50,000.00	100.0
3.21 TELEPHONE	$0.00	$0.00	$0.00	$6,074.70	$6,074.70	($6,074.70)	#Div/0!
3.61 BUILDING & STRUCTURES	$100,000.00	$0.00	$100,000.00	$0.00	$0.00	$100,000.00	100.0
Subtotal	*$160,000.00*		$160,000.00	$6,074.70	$6,074.70	$153,925.30	96.2
4. Capital Outlays							
4.3 IMPROVEMENTS OTHER THAN BUILD.	$359,604.00	$0.00	$359,604.00	$0.00	$0.00	$359,604.00	100.0
Subtotal	*$359,604.00*		$359,604.00	$0.00	$0.00	$359,604.00	100.0
Grand Total	$519,604.00	$0.00	$519,604.00	$6,074.70	$6,074.70	$513,529.30	98.8

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

Appropriation Report for 155STATE TECHN.FUND GRANT

Jasper County Public Library

Report Date: From **05/01/19** *To* **05/31/19**

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent*
3. Other Services and Charge							
3.26 NETWORKING	$0.00	$0.00	$0.00	$1,782.00	$8,910.00	($8,910.00)	#Div/0!
Subtotal	*$0.00*		$0.00	$1,782.00	$8,910.00	($8,910.00)	#Div/0!
Grand Total	$0.00	$0.00	$0.00	$1,782.00	$8,910.00	($8,910.00)	#Div/0!

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

F3e

Printed on Tuesday, June 04, 2019

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Voucher List

Jasper County Public Library

Report Date: From 05/01/19 To 05/31/19

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	297	PAYROLL	05/10/19	PAYROLL	$54,978.59
0	298	CHRISTINA SANDERS	05/10/19	Courier Mileage 4/16/19-4/30/19 (Conf. #792)	$395.56
0	299	GREAT-WEST RETIREMENT S	05/10/19	Annuity Withheld 5/10/19 payroll (Conf. #795)	$1,420.00
0	300	INPRS fbo PERF	05/10/19	INPRS Contributions 5/10/19 Payroll	$6,593.57
0	301	IRS USA TAXPAYMENT	05/10/19	Federal Withholding, Medicare, & FICA withheld 5/10/19 Payroll & Ins. (Acknowledgement 04108249)	$11,869.94
0	302	TOWN OF DEMOTTE	05/10/19	DeM: Sewer & Water- April 2019 (conf# 793)	$185.73
0	303	TOWN OF WHEATFIELD	05/10/19	Wh: Sewer Service- May 2019 (Conf# 794)	$77.35
36873	305	AARON'S LAWN CARE	05/13/19	Dem, Rens, & Wh: Mowing & edging	$655.00
36874	306	ACE HARDWARE	05/13/19	Maintenance supplies	$39.01
36875	307	ALLIANCE BANK	05/13/19	Direct Deposit Fees - April 2019	$36.60
36876	308	AMSTERDAM	05/13/19	Bistro Mugs	$802.01
36877	309	ANTHEM BLUE CROSS BLUE	05/13/19	Health Insurance premiums- May 2019	$12,493.13
36878	310	ANTHEM LIFE	05/13/19	Life Insurance premiums- May 2019	$100.98
36879	311	BLUETARP FINANCIAL, INC	05/13/19	Rn: Spare Key Meeting Room Cabinet	$2.00
36880	312	CARDINAL OFFICE PRODUCT	05/13/19	DeMotte Staff Copier Maintenance 1/10/19 - 4/9/2019	$923.02
36881	313	CENTURYLINK	05/13/19	Rens: Fax line service- May 2019	$56.10
36882	314	CENTURYLINK	05/13/19	DeM: Long distance service- April 2019	$18.69
36883	315	CHALLENGER LEARNING CEN	05/13/19	Dem: Summer Reading Presenter (3 Science Stations) on 6/11/19	$180.00
36884	316	COMMONWEALTH TECHNOLO	05/13/19	Wh & Rens: staff copier quarterly service agreements	$1,025.11
36885	317	CONSOLIDATED INSURANCE	05/13/19	Semi-annual premium for building insurance; annual premium for workman's comp	$13,324.00
36886	318	CULLIGAN WATER CONDITIO	05/13/19	Wh: Water Cooler Rental-May 2019	$12.45
36887	319	DELTA DENTAL	05/13/19	Dental Insurance premiums- May 2019	$540.26
36888	320	ENA SERVICES LLC	05/13/19	Internet service for April 2019	$1,782.00
36889	321	HAMSTRA BUILDERS, INC.	05/13/19	WH: Book Drop heat repair	$331.10
36890	322	HP PRODUCTS CORPORATIO	05/13/19	Janitorial supplies	$513.36
36891	323	ICC BUSINESS PRODUCTS	05/13/19	Outdoor US Flags, Ball point pens, Supersize Elastic Bands, Wiggle Eyes, Card Stock Paper - Blast Off Blue, Card Stock Paper, Gamma Green, Dry Erase Board	$219.79
36892	324	INDIANA GROCERY GROUP, L	05/13/19	DEM: Stem Program supplies	$3.96
36893	325	INDIANA WASTE SERVICE	05/13/19	DeM & WH: Trash Pick-up, May 2019	$140.00
36894	326	JASPER COUNTY FAIR ASSO	05/13/19	Jasper County Fair Commercial Booth	$295.00
36895	327	KEVIN J. MANNING	05/13/19	Summer Reading Program Presenter	$450.00
36896	328	KIRBY RISK CORPORATION	05/13/19	Light bulbs	$26.78
36897	329	KROGER GARDIS & REGAS, L	05/13/19	Legal Assistance: FMLA & Personnel Matter	$270.00
36898	330	MANAGE MOBILITY	05/13/19	Replacement hot spot	$80.36
36899	331	MARLENE BEEDLE	05/13/19	Mileage 4/25/19: Digitization Committee Meeting	$25.52
36900	332	MELISSA SMITH	05/13/19	Mileage & Parking 3/8 -4/13/19: Genealogy Conference & Marketing Meeting	$224.50
36901	333	MIDWEST COLLABORATIVE F	05/13/19	Database subscriptions - Fold3 6/1/19 - 5/31/20	$1,277.25
36902	334	NIPSCO	05/13/19	DeM & Wh: Gas & electric service 4/1-4/30/19	$5,199.24
36903	335	NITCO	05/13/19	DeM: Local Phone & Fax Service May 2019	$177.56
36904	336	POSTMASTER	05/13/19	Stamps	$217.80
36905	337	PRECISION CONTROL SYSTE	05/13/19	Dem & Rens: HVAC repairs	$3,218.50
36906	338	PULASKI COUNTY PUBLIC LIB	05/13/19	NILBA Meeting registrations- J. Umlauf, R. Gilmore, P. Stringfellow	$135.00
36907	339	QUALITY LOGO PRODUCTS, I	05/13/19	Summer Reading Prizes: Ear Buds	$259.20
36908	340	RACHEL KUHN	05/13/19	Book Discussion expenses	$18.27

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Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
36909	341	RENSSELAER REPUBLICAN	05/13/19	DeM: Newspaper subscription Acct# 0038530	$139.99
36910	342	ROEING CORPORATION	05/13/19	EOA for Exchange Server	$2,160.00
36911	343	SHANNON HELDAK	05/13/19	Mileage 2/4-5/6/19: Preschool visits, Family Fun Fair, Book Vendor visit	$96.28
36912	344	SHEILA MAXWELL	05/13/19	Mileage 1/10 -5/3/19: Branch Visists, Mgmt Meeting, Counterparts	$343.94
36913	345	SUNRISE PACKAGING INC.	05/13/19	Audiobook cases	$411.81
36914	346	THE LIBRARY CORPORATION	05/13/19	LS2 Reports License Renewal Jul 2019 - June 2020, NCIP Software renewal Jul 2019 -Jun 2020	$800.00
36915	347	TRUGREEN PROCESSING CE	05/13/19	Dem: Lawn Service; Wh: Lawn Service & Ornamental Bed Weed Control	$447.00
36916	348	VISION SERVICE PLAN	05/13/19	Vision Insurance Premiums- May 2019	$214.74
36917	349	WALMART #1618	05/13/19	Supplies for Stem & Homeschool Adventure Programs, Coloring Contest, US Flags, Library Supplies	$288.88
36918	350	WORLD TRADE PRESS	05/13/19	Database subscriptions - Global Road Warrior, AtoZ World Food, AtoZ The USA, AtoZ Maps Online	$925.00
36919	351	BAKER & TAYLOR	05/13/19	Books, Continuations, AV, Auto. Yours	$10,691.90
36920	352	BAKER & TAYLOR ENTERTAIN	05/13/19	AV	$2,621.70
36921	353	BUSINESS CARD	05/13/19	Library & office supplies, conference/workshop expenses, background check, credit for sales tax previously paid	$1,050.98
36922	354	CHICAGO TRIBUNE	05/13/19	DeM: Newspaper subscription Acct# 20468938 - 6 months	$338.00
36923	355	DEMCO	05/13/19	Library supplies	$1,267.30
36924	356	HAMSTRA BUILDERS, INC.	05/13/19	Wh: 2019 HVAC Service Contract	$1,219.00
36925	357	JANWAY COMPANY USA, INC.	05/13/19	Promotional mugs	$375.68
36926	358	KROGER GARDIS & REGAS, L	05/13/19	Legal Assistance: Personnel Matter	$210.00
36927	359	KROOSWYK PLUMBING, HEAT	05/13/19	DeM: Backflow test	$100.00
36928	360	MANAGE MOBILITY	05/13/19	Replacement hot spot	$80.36
36929	361	MIDWEST TAPE	05/13/19	AV	$1,334.45
36930	362	NIMBO IP LLC	05/13/19	Monthly Managed Service Fee- April 2019; Monthly Managed Service Fees not previously billed: Oct 2017 - April 2018 & Feb 2019	$6,889.70
36931	363	OFFICE DEPOT	05/13/19	Janitorial, library, office, & maintenance supplies	$905.47
36932	364	OLLIS BOOK CORPORATION	05/13/19	Books	$617.03
36933	365	PEGGY MICHELIN	05/13/19	Mileage 1/10-5/8/19	$26.10
36934	366	THE PENWORTHY COMPANY	05/13/19	Books	$1,249.28
36935	367	QUILL CORPORATION	05/13/19	Library & office supplies	$525.11
36936	368	RELIABLE EXTERMINATORS, I	05/13/19	Rens: Exterior treatment	$152.00
36937	369	SCHOLASTIC LIBRARY PUBLI	05/13/19	Books	$233.53
36938	370	SENTIMENTAL PRODUCTIONS	05/13/19	DVDs	$38.25
36939	371	UNIQUE MANAGEMENT SERVI	05/13/19	Collections: Initial/Secondary Placements- April 2019	$71.60
36875	372	ALLIANCE BANK	05/21/19	Void Voucher #307, Check #36875.	($36.60)
0	373	PAYROLL	05/24/19	PAYROLL	$54,939.08
0	374	AFLAC	05/24/19	Supplemental Insurance May 2019 (Conf #796)	$798.43
0	375	ALLIANCE BANK	05/24/19	Direct Deposit Fees - April 2019	$36.60
0	376	CENTURYLINK	05/24/19	Wh: Fax line April 2019 (Conf #797)	$64.69
0	377	CHRISTINA SANDERS	05/24/19	Courier Mileage 5/1/19-5/15/19 (Conf. #798)	$395.56
0	378	CITY OF RENSSELAER	05/24/19	RENS: Utilities 4/8/2019-5/7/19 (Conf. #799)	$3,723.58
0	379	GREAT-WEST RETIREMENT S	05/24/19	Annuity Withheld 5/24/19 payroll (Conf. #801)	$1,420.00
0	380	INDIANA DEPARTMENT OF RE	05/24/19	State & County Taxes withheld May 2019 Payrolls (Ref. #31072)	$6,545.24
0	381	INPRS fbo PERF	05/24/19	INPRS Contributions 5/24/19 Payroll	$6,604.68
0	382	IRS USA TAXPAYMENT	05/24/19	Federal Withholding, Medicare, & FICA withheld 5/24/19 Payroll & Ins. (Acknowledgement 45017512)	$11,882.37
0	383	SPRINT	05/24/19	Hotspot Data Service 4/12 - 5/11/19 (Conf #800)	$1,175.94
0	384	SQUARE, INC	05/31/19	Merchant Processing Fees- May 2019	$21.63

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Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	**Total**

Total Amount of Claims **$243,990.57**

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Tuesday, June 04, 2019

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of $243,990.57

Date this 10th **day of** June **,20**19.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

F5a

JASPER COUNTY PUBLIC LIBRARY
Receipt Breakdown
May 31, 2019

	THIS MONTH	YEAR-TO-DATE	TOTAL RECEIPTS THIS MONTH	TOTAL RECEIPTS YEAR-TO-DATE
FINES & FEES:			$2,108.77	$12,069.51
DeMotte	$690.84	$3,332.14		
Rensselaer	$904.12	$5,609.56		
Wheatfield	$513.81	$3,127.81		
PHOTOCOPIES:			$930.87	$3,915.33
DeMotte	$373.35	$1,357.00		
Rensselaer	$452.62	$1,863.83		
Wheatfield	$104.90	$694.50		
INTEREST (Checking, Repurchase, CDs):			$52.73	$243.79
TAXES:			$580,678.70	$868,823.54
Property Tax	$508,642.49	$508,642.49		
LOIT	$17,903.55	$89,517.75		
License Excise Tax	$0.00	$0.00		
Financial Institution Tax	$0.00	$0.00		
CVET(Commercial Vehicle Excise)	$0.00	$0.00		
Local Option/Certified Shares	$0.00	$0.00		
Local Option/Property Tax Repl.	$0.00	$0.00		
LIT Certified Shares	$54,132.66	$270,663.30		
TAXABLE SALES:-			$1.27	$13.82
REFUNDS:			$300.00	$936.35
Rebates/Refund	$0.00	$0.00		
Insurance Claims/Reimbursements	$0.00	$0.00		
Meeting Room Rental	$300.00	$900.00		
Reimbursement	$0.00	$0.00		
Fixed Asset Sales	$0.00	$0.00		
Miscellaneous Receipts	$0.00	$36.35		
Interfund Transfer	$0.00	$0.00		
TOTAL OPERATING FUND RECEIPTS			**$584,072.34**	**$886,002.34**
PLAC FUND:			$0.00	$0.00
GIFT FUNDS:			$2,056.33	$15,279.73
DeMotte	$104.32	$5,113.03		
Rensselaer	$1,357.95	$7,223.94		
Wheatfield	$594.06	$2,942.76		
LIB. IMPROV. RESERVE FUND:			$19.69	$95.89
Interest Earned	$19.69	$95.89		
Transfer from OPERATING	$0.00	$0.00		
BOND & INTEREST REDEMPTION FUND:			$0.00	$0.00
Property Tax	$0.00	$0.00		
License Excise Tax	$0.00	$0.00		
Financial Institution Tax	$0.00	$0.00		
CVET(Commercial Vehicle Excise)	$0.00	$0.00		
Interfund Transfer	$0.00	$0.00		
RAINY DAY FUND:			$4,220.18	$20,543.19
Special CAGIT Distribution	$0.00	$0.00		
Special LOIT Distribution	$0.00	$0.00		
Interest Earned	$4,220.18	$20,543.19		
Interfund Transfer	$0.00	$0.00		
STATE TECHNOLOGY FUND GRANT FUND:-			$0.00	$20,244.00
HOST/HOSPITALITY FUND:			$0.00	$0.00
LEVY EXCESS FUND:			$0.00	$0.00
SALES TAX:			$43.01	$85.90
CASH CHANGE FUND			$0.00	$0.00
INSURANCE REFUND FUND:			$0.00	$0.00
Interfund Transfer	$0.00	$0.00		
INSURANCE SETTLEMENT FUND			$0.00	$6,766.67
SUB-TOTAL (page 1)			**$590,411.55**	**$949,017.72**

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WITHHOLDING ACCOUNT FUNDS:			$31,985.39	$158,332.04
FIT Tax Collected	$7,367.55	$35,975.60		
FICA Collected	$8,192.38	$40,133.82		
State Tax Collected	$3,666.14	$17,972.90		
County Tax Collected	$2,879.10	$14,076.26		
Deferred Comp Plan	$2,840.00	$14,200.00		
Pre-tax Insurance Plans	$3,450.16	$17,672.56		
Life Insurance	$244.94	$1,230.82		
INPRS	$3,345.12	$16,542.12		
Garnishments	$0.00	$527.96		
Credit Union	$0.00	$0.00		
TOTAL RECEIPTS - ALL FUNDS...			**$622,396.94**	**$1,107,349.76**

Voucher List

Jasper County Public Library

Report Date: From **06/01/19** ***To*** **06/10/19**

Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	*Total*
0	385	PAYROLL	06/10/19	PAYROLL	$57,738.14
36940	386	AARON'S LAWN CARE	06/10/19	Mowing & edging	$820.00
36941	387	ACE HARDWARE	06/10/19	Maintenance & library supplies	$25.94
36942	388	ADVANCED IMAGING SOLUTI	06/10/19	Patron copiers quarterly maintenance agreement 5/30-8/29/19	$665.45
36943	389	ANTHEM BLUE CROSS BLUE	06/10/19	Health Insurance premiums- June 2019	$12,493.13
36944	390	ANTHEM LIFE	06/10/19	Life Insurance premiums- June 2019	$100.98
36945	391	BAKER & TAYLOR	06/10/19	Books, Continuations, AV, Auto. Yours	$10,404.40
36946	392	BAKER & TAYLOR ENTERTAIN	06/10/19	AV	$2,429.79
36947	393	BLUETARP FINANCIAL, INC	06/10/19	Maintenance supplies	$15.28
36948	394	BUSINESS CARD	06/10/19	Library & maintenance supplies, conference & meeting expenses, Facebook advertising, Cricut Maker	$2,448.12
36949	395	CAROLYNN DeVRIES	06/10/19	Mileage 4/25/19	$25.52
36950	396	COUNTRYSIDE LANDSCAPIN	06/10/19	Wh: Japanese Maple tree & install	$354.99
36951	397	CR ENTERTAINMENT	06/10/19	Summer Reading Presenter	$825.00
36952	398	DEBORAH KRISTOFF	06/10/19	Mileage 4/3-5/16/19	$157.76
36953	399	DELL MARKETING L.P.	06/10/19	Toner	$129.19
36954	400	DELTA DENTAL	06/10/19	Dental Insurance premiums- June 2019	$540.26
36955	401	ENA SERVICES LLC	06/10/19	Internet service for May 2019	$1,782.00
36956	402	FINDAWAY WORLD, LLC	06/10/19	AV, Library & office supplies	$784.85
36957	403	GALE	06/10/19	Legal Forms & Opposing Viewpoints database subscriptions 5/27/19-5/26/20	$4,070.53
36958	404	INDIANA STATE LIBRARY	06/10/19	Info Express Delivery Services, 2 days/week	$1,000.00
36959	405	JANWAY COMPANY USA, INC.	06/10/19	Promotional picnic blankets	$314.00
36960	406	JASPER NEWTON FOUNDATI	06/10/19	Strengthening Communities workshop group registration: E. Parrish, B. Amalong, L. Poortenga, D. Kristoff	$35.00
36961	407	KIMBERLY HUNTER	06/10/19	Mileage 5/23/19	$25.52
36962	408	LINDA POORTENGA	06/10/19	Mileage 5/1-5/24/19	$110.20
36963	409	MARK L. LYONS	06/10/19	Program presenter	$300.00
36964	410	MIDWEST COLLABORATIVE F	06/10/19	HeritageQuest Online & Ancestry Library database subscriptions 7/1/19-6/30/2020	$2,772.97
36965	411	MIDWEST TAPE	06/10/19	AV	$1,302.63
36966	412	NICKOLE HACHLICA	06/10/19	Mileage 5/23-5/28/19	$11.60
36967	413	NIPSCO	06/10/19	DeM & Wh: Gas & electric service 4/30-5/31/19	$5,620.24
36968	414	NITCO	06/10/19	DeM: Local Phone & Fax Service June 2019	$177.56
36969	415	OLLIS BOOK CORPORATION	06/10/19	Books	$100.99
36970	416	OVERDRIVE, INC.	06/10/19	Deposit on Advantage & Consortium accounts for future content purchases	$4,625.00
36971	417	PATTY STRINGFELLOW	06/10/19	Mileage 4/8-5/22/19	$113.68
36972	418	SCIENCETELLERS	06/10/19	Summer Reading program presenter	$975.00
36973	419	SILLY SAFARI SHOWS, INC.	06/10/19	Summer Reading program presenter	$900.00
36974	420	THE LIBRARY CORPORATION	06/10/19	Hosted System Sept 2019- Aug 2020; Library.Solution Software Support Sept 2019-Aug 2020; Its.Marc Sept 2019-Aug 2020; AV Access on Its.Marc Sept 2019-Aug 2020	$29,189.00
36975	421	TRUGREEN PROCESSING CE	06/10/19	Rens: Lawn fertilization & grub preventative	$285.00
36976	422	TWIST & SMILE BALLOONS	06/10/19	Program presenter	$100.00
36977	423	VISION SERVICE PLAN	06/10/19	Vision Insurance Premiums- June 2019	$214.74
36978	424	WAL-MART COMMUNITY/SYN	06/10/19	Library supplies	$301.91
0	425	CHRISTINA SANDERS	06/10/19	Courier Mileage 5/16/19-5/31/19 (Conf. #804)	$395.56
0	426	GREAT-WEST RETIREMENT S	06/10/19	Annuity Withheld 6/10/19 payroll (Conf. #805)	$1,420.00

F6b

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	427	INPRS fbo PERF	06/10/19	INPRS Contributions 6/10/19 Payroll	$6,896.80
0	428	IRS USA TAXPAYMENT	06/10/19	Federal Withholding, Medicare, & FICA withheld 6/10/19 Payroll & Ins. (Acknowledgement 35255609)	$12,554.20
0	429	TOWN OF DEMOTTE	06/10/19	DeM: Sewer & Water- May 2019 (conf# 802)	$168.90
0	430	TOWN OF WHEATFIELD	06/10/19	Wh: Sewer Service- June 2019 (Conf# 803)	$77.35
36979	431	CENTURYLINK	06/10/19	Rens: Fax line service- June 2019	$56.10
36980	432	CENTURYLINK	06/10/19	DeM: Long distance service- May 2019	$14.69
36981	433	CULLIGAN WATER CONDITIO	06/10/19	Wh: Water Cooler Rental- June 2019, 5-gallon drinking water- 4	$44.45
36982	434	DONNA BARKO	06/10/19	Mileage 3/21-6/6/19	$20.88
36983	435	ENVISIONWARE, INC.	06/10/19	Patron computer reservation software annual maintenance	$921.51
36984	436	GOODWIN FIRE EQUIPMENT, I	06/10/19	DeM, Rens, Wh: Annual fire extinguisher inspection and maintenance	$290.90
36985	437	GRAINGER	06/10/19	Light bulbs, bottle filler filters, door security devices	$1,079.73
36986	438	HP PRODUCTS CORPORATIO	06/10/19	Janitorial supplies	$599.06
36987	439	ICC BUSINESS PRODUCTS	06/10/19	Laminating pouches, chairmat, vinegar	$72.03
36988	440	INDIANA GROCERY GROUP, L	06/10/19	Ladies Tea program supplies, children's program expenses, Management meeting expenses	$65.14
36989	441	MAGAZINE SUBSCRIPTION SE	06/10/19	Annual September - December Magazine Subscription Renewals	$3,094.33
36990	442	NICHE ACADEMY	06/10/19	Niche Academy database annual subscription renewal	$1,260.00
36991	443	NORTHWEST GEOTHERMAL I	06/10/19	DeM: Exterior lighting retrofit and repair	$1,000.00
36992	444	OFFICE DEPOT	06/10/19	Library & janitorial supplies	$229.99
36993	445	OLLIS BOOK CORPORATION	06/10/19	Books	$680.49
36994	446	QUILL CORPORATION	06/10/19	Office, janitorial, & library supplies	$508.26
36995	447	RACHAEL CAVINDER	06/10/19	Mileage 5/13-5/30/19	$102.66
36996	448	LAURIE STEELE	06/10/19	Online Database (Read the Books) 7/1/19-6/30/20	$940.00
36997	449	RENSSELAER ROTARY CLUB	06/10/19	2nd quarter 2019 dues	$190.00
36998	450	STAPLES CREDIT PLAN	06/10/19	Hot spot cases	$19.14
36999	451	STEVE'S SPECIALIZED SERVI	06/10/19	Laundry	$38.00
37000	452	UNIQUE MANAGEMENT SERVI	06/10/19	Collections: Initial/Secondary Placements- May 2019	$116.35
37001	453	WHEATFIELD CHAMBER OF C	06/10/19	Wh: Chamber Membership Dues 2019-2020	$100.00

F6c

Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	**Total**
				Total Amount of Claims	**$177,242.89**

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, June 10, 2019

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 **pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of** **$177,242.89**

Date this 10th **day of** June **,20**19.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

JUL.

Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, July 8, 2019, 6pm
Rensselaer Public Library

Opening of Meeting	Moment of Silence
Approval of Consent Agenda & Consent Agenda Items	Action

- Minutes of June Board Meeting
- Bills/Financial Reports
- Salary Ordinance Update (R 7)
- Policy Review (R 10, R 12)

General Business

House Enrolled Act 1343 (R 12)	Information
DeMotte Library Parking Lot Project Update (R 12)	Information
2020 Budget Committee (R 12)	Information
Library Board Secretary Vacancy (R 13)	Action

Director's Report (R 12-R 16)	Information

Items for Future Agendas

Public Forum

Adjournment

MINUTES **June 10, 2019**
Jasper County Public Library Board of Trustees **Rensselaer Library**
6:00 PM

Present: Janet Umlauf, Jody Melton, Kevin Kaluf, Janelle Harper, Mark Heinig, Patricia Stringfellow, Rayann Gilmore, Linda Poortenga, Janice Wilma
Absent: Kristie Housman, Natalie Waling

Agenda & Consent Agenda Approval: The Consent Agenda and Consent Agenda items including the May Board Meeting Minutes, bills/financial reports, Salary Ordinance Update, Internet Use and Safety Policy revisions, Audiovisual Equipment Loan Policy revisions, Hotspot Policy revisions, Social Media Policy review, and request to close the DeMotte Library on August 10, 2019 for Touch of Dutch Festival were approved as presented on a motion by J. Melton, seconded by M. Heinig. Motion passed.

J. Umlauf added Architect Letter & Form of Agreement to the agenda under General Business.

Annual Impacts – Report of Rensselaer Headquarters Librarian and Youth Services Librarian:
J. Wilma, Rensselaer Youth Services Librarian, shared that she has been with the Library for about 5 years! Many programs serving our young patrons continue to be offered. Story times for our youngest patrons are offered the first three Tuesday each month. Each month activities are geared for a different age group; Lap Sit 0-23 months, Toddler Time 2 &3 year olds, and Story Time 3-5 year olds. Programs usually involve stories, sometimes with puppets or stuffed animals, finger plays, music, and activities to promote gross motor and fine motor skills such as tossing soft objects, rolling balls to each other, or dancing with scarves for the younger patrons. Programs for older participants may include making a craft or play time with kinetic sand or Floam. The 1000 Books Before Kindergarten program is still being offered. For the teens we provide workshops featuring an art project, science project, or cooking activity. Teens also have many opportunities to volunteer in the library. We continue to offer the Third Thursday program for 1st – 5th grade students. Activities range from space exploration to maintaining the butterfly garden. STEAM programs are also offered once a month as well as the very popular LEGO program. We've added a Magnificent Monday program similar to DeMotte Library's that provides stories and crafts for individuals with developmental disabilities. Last summer's Summer Reading Program theme was Libraries Rock. The program was a big hit and we had overwhelming support from local businesses that helped us to give away great prizes. The children enjoyed the special presenters including a magician, story teller, and Silly Safari's animal show. Outreach services have changed a little due to the loss of two day care centers in town. We visit Head Start monthly and have added a monthly visit to CDC bringing activities such as LEGOs, art projects, and bingo. We participated in Family Night at the Farmers Market, Family Fun Fair, and helped with the library booth at the fair. The train show and Santa visit were big hits and we plan to continue to offer these events annually.

L. Poortenga, Rensselaer Headquarters Librarian, shared that she has been with the Library for about 13 years! Many patrons have shared with us how they've been impacted by the Library and our staff including a resident who is writing a book and plans to acknowledge two staff members in the acknowledgements section of their book to thank them for their help in locating resources; a patron who left their wallet at Walmart and was able to be contacted because she had a library card in her wallet; a patron who loved the 'Poetry in your Pocket" scrolls during National Poetry Month so much that she and her husband each took one home and read them to each other; an e-reference patron seeking the address and phone number of a doctor who recently established an office in Rensselaer responding with 'thank you very much for your professional reference search!' after receiving the answer to his question; a patron responding with 'Thank you so much for your reply and your looking into my request! I will be looking forward to these books to arrive at the library. Thank you again!' in response to the library ordering the titles they had requested; and a patron sending a thank you email through the website to express their 'tremendous gratitude to staff' for providing assistance finding articles on Rensselaer Republican online. We collaborated with the Jasper County Historical Society to offer the program 'Men at Home and Abroad,' an informational program focused on the men who served their country during World War I. Jasper, the Jasper County Bicentennial Bison, visited the Library for ten weeks. We held a well attended Bison program the evening he arrived and created a trivia sheet which encouraged patrons to take the time and really check out Jasper's design elements. Books to Bridge the Region donates books to libraries and schools annually and this year one library had a patron bring back the book *Invincible, Indiana* by Nate Dunlevy that B2B had donated. He loved the book, raved about how much he enjoyed it and wanted to find more books like this for him to read. The Daughters of the American Revolution General Van Rensselaer Chapter, Jackson Funeral Chapels, and the Rensselaer Library collaborated to present a program featuring Lincoln portrayed by Danny Russel and bringing a replica of Lincoln's casket to the library. Some new programs were added this year. Combat Coffee invites veterans to get together for coffee, conversation, and camaraderie with the coffee being provided by Black Rifle Company, a veteran owned coffee company. We've had tons of positive feedback on this program. The Men's Book discussion group had a new member comment "I called my wife on the way home about how great an experience this was and looking forward to our next meeting. All of the participants are highly reflective and proved insightful, thought provoking analysis on the reading." We've added an Escape Room program. Recently the Civil Air Patrol went through the breakout room. One of the members seemed to struggle with the number puzzle and at one point said to the library staff member half-jokingly "I don't think I'm smart enough for this." In the puzzle involving directions with a visual clue as to the order, he walked over after the others were struggling for several minutes and immediately recognized the clue, letting the others in on it. He smiled and said "maybe I am a genius after all."

Fairchild House: At the January 2019 board meeting P. Stringfellow reported the following: Pat Kopanda, a member of the Fairchild House Board in DeMotte has sent a letter to the Library Board indicating that the Fairchild House Board would like to give the Fairchild House to the Jasper County Public Library. Their wish is to give the Fairchild House to the Library so that the home can be kept open for the community. At that time the Library Board expressed that they wanted time to consider the offer before responding. P. Stringfellow drafted a letter to the Board of the Fairchild House to that effect. At the May 2019 board meeting P. Stringfellow reported the following: Pat Kopanda contacted P. Stringfellow to see where the board stands on the matter of the Fairchild House. P. Stringfellow explained there wasn't anything new to report, referencing the letter sent to Pat in January and asked if Pat wanted an answer by a specific date. Pat replied that she would like an answer but is not placing a timeline on the response. The Board requested that the Fairchild House discussion be added to the June board meeting agenda. P. Stringfellow expressed that she has concerns about the impact this gift would have on the library's resources – namely staff time to maintain and manage an additional building and operating funds needed for insurance, snow removal, lawn care, supplies, equipment, landscape and building maintenance and repairs. There would also be costs to operate this facility (such as cleaning, scheduling, showing to prospective renters, etc.) It is our understanding that the Fairchild House board currently handles financial matters with grants and personal donations along with an endowment for utilities that would come with the house. Seeking grant funds for maintenance and upkeep would require staff time and is an unreliable source of income. Debbie Kristoff has drafted a list of Fairchild House positives with input from three people involved with the Fairchild House – Andy Andree, Peggy Michelin, and Pat Kopanda and including her own observations. This information was provided for the board. P. Stringfellow commented that it is an honor to be considered for this gift. The Fairchild House Board clearly sees us as good stewards of our resources, but we do not recommend that the board accept this gift in consideration of the impact it would have on staff time and our library budget. After some discussion it was pointed out that the library board is accountable to library funds and resources and running a community building is beyond the scope of the library and what the board is charged to do. M. Heinig moved to respectfully reject the offer of the Fairchild House, seconded by J. Harper. Motion passed.

STEAM Kits/Circulating Launchpads Additional Circulation Parameters: In December 2018 the board approved adding two new material types: STEAM Kits and Circulating Launchpads with the following circulation parameters: holds/renewals allowed with one-week checkout. We recommend that the board approve the following additional circulation parameters for both material types: limit one per card and $1 per day fine. M. Heinig moved to approve the additional circulation parameters for STEAM Kits and

Circulating Launchpads of limit one per card and $1 per day fine, seconded by J. Melton. Motion passed.

Architect Letter & Form of Agreement: P. Stringfellow received the Architectural Service Letter and Standard Form of Agreement from architect, Harry Mohler for the DeMotte Library Parking Lot Project. These documents were forwarded to attorney, Ed Dumas, for his review. Ed requested some changes which Harry made. The revised documents have been received by P. Stringfellow. The services letter indicates a maximum fee of $5000 for the conceptual phase and a maximum fee of $7500 for the schematic design phase. J. Melton moved to accept the letter of agreement and standard form of agreement and authorize P. Stringfellow to sign the documents, seconded by K. Kaluf. Motion passed.

2020 Budget Committee: We have a new DLGF Field Rep, Tina Market. She has set the date for our Budget Workshop, August 15. We need to establish a meeting date/time with members of the Board Budget Committee to review budget recommendations before meeting with the Field Rep. We suggest meeting on either August 1, 2, or 5. Committee members include: K. Kaluf, chair; M. Heinig; and N. Waling. Because the Field Rep is meeting with us after our August board meeting, we will need to set a date for a special meeting for the full board to approve the budget for advertising. We recommend Monday, August 19 for this special board meeting.

Director's Report: P. Stringfellow reported more information should be available on HB 1343 for the July board meeting. Recently she was reminded again through a webinar that LIT (Local Income Tax) revenue can be unstable especially in a recession so it is important to have good reserves in place just in case revenue dips. Currently about 40% of our revenue comes from LIT. The Long Range Plan/Technology Plan update was included in the board packet. We are actively having Harwood conversations. We will launch a User/Non-User Survey in mid-June to assess how well we are meeting needs with our current collections, services, facilities, and hours. Collected data will be considered when we draft our new Long Range Plan 2020-2024. The Library received letters from the Rensselaer Redevelopment Commission indicating that there is no excess assessed value for the Fairground Allocation Area, the Drexel Commercial/Industrial Allocation Area, and the Lintner Park Allocation Area to be allocated to the overlapping taxing units. The Library will not receive tax revenue for these allocation areas in 2020.

Adjournment: With no further matters for discussion J. Umlauf adjourned the meeting at 6:38 PM.

Jody Melton

Jody Melton, Secretary

Janet Umlauf

Attest: J. Umlauf, President

CIRCULATION BY HOLDINGS CODE
June 2019

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	0	0	0	0
Award Winner JE (DAJE)	0	0	0	0
Award Winner JFIC (DAJFIC)	86	0	3	89
Award Winner JNF (DAJNF)	0	0	0	0
Award Winner JPFIC (DAJBPF)	0	0	0	0
Award Winning fiction (DAWFIC)	0	0	0	0
Award Winning non-fiction (DAWN	0	0	0	0
Award Winner YAFIC (DAYAF)	0	0	0	0
Award Winner YAPFIC (DAYPBF)	0	0	0	0
Biography (DBIO)	14	5	0	19
Blu-Ray (DBR)	250	8	8	266
Books on CD (DBKCD)	98	6	1	105
Books on Tape (DBKT)	0	0	0	0
Compact Disc (DCD)	48	1	3	52
Digital Audiobooks (DDA)	89	0	0	89
DVD (DDVD)	1756	42	70	1868
Equipment (DEQP)	10	0	0	10
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	0	0	0	0
Fiction (DFIC)	630	13	15	658
Fiction Fantasy (DFICF)	9	1	2	12
Fiction Inspirational (DFICI)	4	0	0	4
Fiction Mystery (DFICM)	70	2	1	73
Fiction New (DFICNEW)	437	14	18	469
Fiction Science Fiction (DFICSF)	9	1	0	10
Fiction Western (DFICW)	2	0	0	2
Genealogy (DGENE)	0	0	0	0
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	291	3	0	294
Hanging Bags (DHANG)	27	0	1	28
Hotspots (DWIFI)	5	29	1	35
ILL (DILL)	6	0	0	6
Internet (DINTER)	416	0	0	416
Juv. Audio book (DJAUDB)	63	2	1	66
Juv. Biography (DJBIO)	88	1	0	89
Juv. Book on CD (DJBKCD	0	0	0	0
Juv. Book on Tape (DJBKT)	0	0	0	0
Juv. Compact Disc (DJCD)	27	0	0	27
Juv. Digital Device (DJDDP)	19	0	0	19
Juvenile Easy (DJE)	979	10	18	1007
Juv. Easy Non-fiction (DJENF)	94	8	1	103
Juv. Easy Reader (DJER)	799	0	8	807
Juv. Easy Reader NF (DJERN)	7	0	1	8
Juv. Fiction (DJFIC)	1149	8	23	1180
Juv. Graphic Novel (DJGN)	7	0	0	7
Juv. Holiday books (DJHOL)	22	0	0	22
Juv. Magazine (DJMAG)	53	1	1	55
Juv. Music Cassette (DJMC)	0	0	0	0
Juv. Nonfiction (DJNF)	397	13	16	426

Juv. Nonfic Text Bk (DJNFTB)	0	0	0	0
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	0	0	0
Juv. Reference (DJREF)	0	0	0	0
Juv. Toddler (DJTOD)	216	0	2	218
Large Print Fiction (DLPF)	111	12	5	128
Large Print Inspirational (DLPI)	0	0	0	0
Large Print Mystery (DLPM)	0	0	0	0
Large Print New (DLPN)	75	5	3	83
Large Print Nonfic (DLPNF)	5	1	1	7
Large Print Western (DLPW)	0	0	0	0
Magazine (DMAG)	399	1	6	406
Music Cassette (DMCAS)	0	0	0	0
Nonfiction 000 (DNF000)	4	0	0	4
Nonfiction 100 (DNF100)	19	1	1	21
Nonfiction 200 (DNF200)	17	0	0	17
Nonfiction 300 (DNF300)	40	2	1	43
Nonfiction 400 (DNF400)	1	0	0	1
Nonfiction 500 (DNF500)	9	2	0	11
Nonfiction 600 (DNF600)	92	1	3	96
Nonfiction 700 (DNF700)	28	0	1	29
Nonfiction 800 (DNF800)	12	1	0	13
Nonfiction 900 (DNF900)	34	4	1	39
Nonfiction Blu-Ray (DNFBR)	3	0	0	3
Nonfiction DVD (DNFDVD)	36	6	1	43
Nonfiction (DNFIC)	8	0	1	9
Nonfiction New (DNFNEW)	146	9	10	165
Nonfiction VHS (DNFVHS)	0	0	0	0
Oversize (DOVER)	0	0	0	0
Professional Coll. (DPROF)	0	0	0	0
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	0	0	0	0
Playaway View (DVIEW)	0	0	0	0
Reference (DREF)	0	0	0	0
Ref. Magazine (DRMAG)	0	0	0	0
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	0	0	1	1
Software (DSWAR)	1	0	0	1
SRCS (SRCS) DeMotte	0	0	0	0
SRCS (From other libraries ILL-SR	0	72	1	73
SRCS (SRCSW) Wheatfield	0	0	0	0
STEAM Kits (DSTEAM)	0	0	0	0
Vertical File (DVF)	0	0	0	0
VHS (DVHS)	0	0	0	0
YA Audio book (DYAUDB)	6	0	0	6
YA Biography (DYAB)	1	1	0	2
YA Books on CD (DYABKCD)	0	0	0	0
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	224	13	3	240
YA Music CD (DYACD)	0	0	0	0
YA Nonfiction (DYANF)	17	0	1	18
YA Paperback Fic (DYAPBF)	0	0	0	0
Storage (DZSTO)	2	1	0	3
Award Winner JBIO (RAJBIO)	0	0	0	0

Award Winner JE (RAJE)	0	0	0	0
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	1	16	1	18
Blu-Ray (RBR)	22	411	10	443
Books on CD (RBKCD)	7	59	5	71
Books on Tape (RBKT)	0	0	0	0
Compact Disc (RCD)	6	103	2	111
Digital Audiobooks (RDA)	2	33	0	35
DVD (RDVD)	79	2044	57	2180
Equipment (REQP)	0	15	0	15
See librarian (RERR)	0	0	0	0
Express Book (REXP)	0	0	0	0
Fiction (RFIC)	33	491	20	544
Fiction Inspirational (RFICI)	0	0	0	0
Fiction New (RFICNEW)	13	285	16	314
Genealogy (RGENE)	0	0	0	0
Genealogy Mag (RGMAG)	0	0	0	0
Gen. Milroy Coll (RGMIL)	0	0	0	0
Graphic Novels (RGN)	5	140	4	149
Hanging Bag (RHANG)	0	8	0	8
Hotspots (RWIFI)	3	30	9	42
ILL (RILL)	0	17	0	17
Internet (RINTER)	0	541	0	541
Juv. Audio book (RJAUDB)	6	29	3	38
Juv. Biography (RJBIO)	3	3	0	6
Juv. Book on CD (RJBKCD)	0	0	0	0
Juv. Book on Tape (RJBKT)	0	0	0	0
Juv. Compact Disc (RJCD)	10	18	0	28
Juv. Digital Device (RJDDP)	1	14	0	15
Juvenile Easy (RJE)	28	418	5	451
Juv. Easy Non-fiction (RJENF)	0	85	0	85
Juv. Easy Reader (RJER)	11	392	0	403
Juv. Easy Reader NF (RJERN)	0	18	0	18
Juv. Fiction (RJFIC)	38	434	14	486
Juv. Graphic Novel (RJGN)	1	8	3	12
Juv. Magazine (RJMAG)	0	6	0	6
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	11	169	2	182
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	0	0	0	0
Juv. Reference (RJREF)	0	0	0	0
Juv. Toddler (RJTOD)	0	140	0	140
Large Print Fiction (RLPF)	4	149	1	154
Large Print Inspirational	0	0	0	0
Large Print Mystery (RLPM)	0	0	0	0
Large Print New (RLPN)	3	93	1	97
Large Print Nonfic (RLPNF)	0	4	0	4
Large Print Western (RLPW)	0	0	0	0
Magazine (RMAG)	0	222	0	222
Music Cassette (RMCAS)	0	0	0	0
Non-Fiction 000 (RNF000)	1	2	0	3
Non-Fiction 100 (RNF100)	0	16	1	17
Non-Fiction 200 (RNF200)	4	12	0	16
Non-Fiction 300 (RNF300)	8	35	3	46
Non-Fiction 400 (RNF400)	0	1	0	1

Non-Fiction 500 (RNF500)	2	23	0	25
Non-Fiction 600 (RNF600)	44	81	9	134
Non-Fiction 700 (RNF700)	0	26	1	27
Non-Fiction 800 (RNF800)	0	12	0	12
Non-Fiction 900 (RNF900)	2	28	3	33
Nonfiction Blu-Ray (RNFBR)	0	2	0	2
Nonfiction DVD (RNFDVD)	9	108	0	117
Nonfiction (RNFIC)	0	0	0	0
Nonfiction New (RNFNEW)	32	123	22	177
Nonfiction VHS (RNFVHS)	0	0	0	0
Oversize (ROVER)	0	1	0	1
Playaway View (RVIEW)	0	11	0	11
Professional Coll. (RPRO)	0	3	0	3
Reference (REF)	0	0	0	0
Reference Business (RREFB)	0	0	0	0
Ref. Magazine (RRMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	0	7	0	7
Software (RSWAR)	0	1	0	1
SRCS (SRCS) DeMotte	74	2	5	81
SRCS (From other libraries ILL-SR	0	0	0	0
SRCS (SRCSW) Wheatfield	4	2	51	57
STEAM Kits (RSTEAM)	0	0	0	0
Vertical File (RVF)	0	0	0	0
VHS (RVHS)	0	0	0	0
YA Audio book (RYAUDB)	0	3	0	3
YA Biography (RYAB)	0	0	0	0
YA Books on CD (RYABKCD)	0	0	0	0
YA Books on Tape (RYABKT)	0	0	0	0
YA Fiction (RYAF)	6	93	4	103
YA Music CD (RYACD)	0	13	1	14
YA Nonfiction (RYANF)	0	2	0	2
YA Paperback Fic (RYAPBF)	0	0	0	0
Storage (RZSTO)	0	2	0	2

Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	0	0	10	10
Blu-Ray (WBR)	7	4	334	345
Books on CD (WBKCD)	13	1	108	122
Books on Tape (WBKT)	0	0	0	0
Compact Disc (WCD)	8	0	69	77
Digital Audiobooks (WDA)	1	0	13	14
DVD (WDVD)	47	39	1662	1748
Equipment (WEQP)	0	0	2	2
See librarian (WERR)	0	0	0	0
Express Book (WEXP)	0	0	0	0
Fiction (WFIC)	29	13	212	254
Fiction Fantasy (WFICF)	0	0	7	7
Fiction Inspirational (WFICI)	5	1	28	34
Fiction Mystery (WFICM)	7	1	55	63
Fiction New (WFICNEW)	22	17	166	205
Fiction Science Fiction (WFICSF)	1	1	9	11
Fiction Western (WFICW)	0	0	2	2
Genealogy (WGENE)	0	0	0	0

Genealogy Mag (WGMAG)	0	0	0	0
Graphic Novels (WGN)	8	0	103	111
Hanging Bags (WHANG)	0	0	42	42
Hotspots (WWIFI)	3	29	5	37
ILL (WILL)	2	0	9	11
Internet (WINTER)	0	0	283	283
Juv. Audio book (WJAUDB)	1	0	58	59
Juv. Biography (WJBIO)	3	0	25	28
Juv. Book on CD (WJBKCD)	0	0	0	0
Juv. Book on Tape (WJBKT)	0	0	0	0
Juv. Compact Disc (WJCD)	1	0	14	15
Juv. Digital Device (WJDDP)	2	0	7	9
Juvenile Easy (WJE)	31	3	733	767
Juv. Easy Non-fiction (WJENF)	0	0	80	80
Juv. Easy Reader (WJER)	14	0	667	681
Juv. Easy Reader NF (WJERN)	0	0	2	2
Juv. Fiction (WJFIC)	60	19	741	820
Juv. Graphic Novel (WJGN)	0	0	9	9
Juv. Magazine (WJMAG)	0	0	46	46
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	11	6	240	257
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	0	0
Juv. Toddler (WJTOD)	7	0	321	328
Large Print Fiction (WLPF)	4	4	56	64
Large Print Inspirational (WLPI)	0	0	2	2
Large Print Mystery (WLPM)	0	1	6	7
Large Print New (WLPN)	5	4	96	105
Large Print Nonfic (WLPNF)	2	0	27	29
Large Print Western (WLPW)	0	0	1	1
Magazine (WMAG)	1	0	168	169
Non-Fiction 000 (WNF000)	1	0	3	4
Non-Fiction 100 (WNF100)	0	0	2	2
Non-Fiction 200 (WNF200)	1	0	6	7
Non-Fiction 300 (WNF300)	1	1	6	8
Non-Fiction 400 (WNF400)	0	0	4	4
Non-Fiction 500 (WNF500)	1	0	7	8
Non-Fiction 600 (WNF600)	18	0	63	81
Non-Fiction 700 (WNF700)	0	0	12	12
Non-Fiction 800 (WNF800)	0	0	2	2
Non-Fiction 900 (WNF900)	2	3	17	22
Nonfiction Blu-Ray (WNFBR)	0	0	1	1
Nonfiction DVD (WNFDVD)	4	5	69	78
Nonfiction (WNFIC)	0	0	0	0
Nonfiction New (WNFNEW)	12	5	60	77
Nonfiction VHS (WNFVHS)	0	0	0	0
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0
Playaway View (WVIEW)	3	0	5	8
Reference (WREF)	0	0	0	0
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	0	0	0	0

Software (WSWAR)	0	0	0	0
SRCS (SRCS) DeMotte	0	0	0	0
SRCS (From other libraries ILL-SR	0	0	0	0
SRCS (SRCSW) Wheatfield	0	0	0	0
STEAM Kits (WSTEAM)	0	0	0	0
Vertical file (WVF)	0	0	4	4
VHS (WVHS)	0	0	0	0
YA Biography (WYAB)	0	0	0	0
YA Books on CD (WYABKCD)	0	0	1	1
YA Books on Tape (WYABKT)	0	0	0	0
YA Fiction (WYAF)	10	9	151	170
YA Music CD (WYACD)	0	0	0	0
YA Nonfiction (WYANF)	1	0	4	5
YA Paperback Fic (WYAPBF)	0	0	0	0
Storage (WZSTO)	0	0	0	0
TOTAL	10289	7470	7322	25081

CIRCULATION BY HOLDINGS CODE
June 2019

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	0	0	0
Award Winner JE (AJE)	0	0	0	0
Award Winner JFIC (AJFIC)	86	0	3	89
Award Winner JNF (AJNF)	0	0	0	0
Award Winner JPFIC (AJPF)	0	0	0	0
Award Winning fiction (AWFIC)	0	0	0	0
Award Winning non-fiction (AWNF	0	0	0	0
Award Winner YAFIC (AYAF)	0	0	0	0
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	15	21	11	47
Blu-Ray (BR)	282	425	353	1060
Books on CD (BKCD)	118	66	114	298
Books on Tape (BKT)	0	0	0	0
Compact Disc (CD)	62	104	74	240
Digital Audiobooks (DA)	92	33	13	138
DVD (DVD)	1882	2125	1789	5796
Equipment (EQP)	10	15	2	27
See librarian (ERR)	0	0	0	0
Express Book (EXP)	0	0	0	0
Fiction (FIC)	692	517	247	1456
Fiction Fantasy (FICF)	9	1	9	19
Fiction Inspirational (FICI)	9	1	28	38
Fiction Mystery (FICM)	77	3	56	136
Fiction New (FICNEW)	472	316	200	988
Fiction Science Fiction (FICSF)	10	2	9	21
Fiction Western (FICW)	2	0	2	4
Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0
Graphic Novels (GN)	304	143	107	554
Hanging Bags (HANG)	27	8	43	78
Hotspots (WIFI)	11	88	15	114

ILL (ILL)	8	17	9	34
Internet (INTR)	416	541	283	1240
Juv. Audio book (JAUDB)	70	31	62	163
Juv. Biography (JBIO)	94	4	25	123
Juv. Book on CD (JBCD)	0	0	0	0
Juv. Book on Tape (JBKT)	0	0	0	0
Juv. Compact Disc (JCD)	38	18	14	70
Juv. Digital Device (JDDP)	22	14	7	43
Juvenile Easy (JE)	1038	431	756	2225
Juv. Easy Non-Fiction (JENF)	94	**93**	81	268
Juv. Easy Reader (JER)	824	392	675	1891
Juv. Easy Reader NF (JERN)	7	18	3	28
Juv. Fiction (JFIC)	1247	461	778	2486
Juv. Graphic Novel (JGN)	8	8	12	28
Juv. Holiday (JHOL)	22	0	0	22
Juv. Magazine (JMAG)	53	7	47	107
Juv. Music Cassette (JMC)	0	0	0	0
Juv. Nonfiction (JNF)	419	188	258	865
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback Fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	0	0	0
Juv. Reference (JREF)	0	0	0	0
Juv. Toddler (JTOD)	223	140	323	686
Large Print Fiction (LPF)	119	165	62	346
Large Print Inspirational (LPI)	0	0	2	2
Large Print Mystery (LPM)	0	1	6	7
Large Print New (LPN)	83	102	100	285
Large Print Nonfic (LPNF)	7	5	28	40
Large Print Western (LPW)	0	0	1	1
Magazine (MAG)	400	223	174	797
Music Cassette (MCAS)	0	0	0	0
Non-Fiction 000 (NF000)	6	2	3	11
Non-Fiction 100 (NF100)	19	17	4	40
Non-Fiction 200 (NF200)	22	12	6	40
Non-Fiction 300 (NF300)	49	38	10	97
Non-Fiction 400 (NF400)	1	1	4	6
Non-Fiction 500 (NF500)	12	25	7	44
Non-Fiction 600 (NF600)	154	82	75	311
Non-Fiction 700 (NF700)	28	26	14	68
Non-Fiction 800 (NF800)	12	13	2	27
Non-Fiction 900 (NF900)	38	35	21	94
Non-Fiction Blu-Ray (NFBR)	3	2	1	6
Non-Fiction DVD (NFDVD)	49	119	70	238
Nonfiction (NFIC)	8	0	1	9
Nonfiction New (NFNEW)	190	137	92	419
Nonfiction VHS (NFVH)	0	0	0	0
Oversize (OVER)	0	1	0	1
Professional Coll. (PROF)	0	3	0	3
Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	0	0	0	0
Playaway View (VIEW)	3	11	5	19
Reference (REF)	9	30	19	58
Reference Business (REFB)	0	0	0	0
Ref. Magazine (RMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0

Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	0	7	1	8
Software (SWAR)	1	1	0	2
SRCS (SRCS) DeMotte	74	2	5	81
SRCS (From other libraries III-SRC	0	72	1	73
SRCS (SRCSW) Wheatfield	4	2	51	57
STEAM Kits (STEAM)	0	0	0	0
Vertical File (VF)	0	0	0	0
VHS	0	0	0	0
YA Audio book (YAUDB)	6	3	1	10
YA Biography (YAB)	1	1	0	2
YA Books on CD (YABKCD)	0	0	1	1
YA Books on Tape (YABKT)	0	0	0	0
YA Fiction (YAF)	240	115	158	513
YA Music CD (YACD)	0	13	1	14
YA Nonfiction (YANF)	18	2	5	25
YA Paperback Fic (YAPBF)	0	0	0	0
Storage (ZSTO)	2	3	0	5
				0
Free reads	181	156	55	392
Games/Puzzles	62	113	0	175
Talking books	0	0	0	0
Assignment Shelf Books	0	0	0	0
TOTAL	10544	7771	7394	25709

	DeMotte	**Rensselaer**	**Wheatfield**	
ADULT BOOKS				
Fiction	1656	1267	777	3700
Nonfiction	578	472	307	1357
CHILDREN'S BOOKS				
Fiction	3433	1450	2550	7433
Nonfiction	629	285	364	1278
YA BOOKS				
Fiction	544	258	265	1067
Nonfiction	19	3	5	27
Juv. Digital Devices Pre-loaded	22	14	7	43
Magazines, Adult	400	223	174	797
Magazines, Children	53	7	47	107
Sound Recordings, adult	278	206	203	687
Sound Recordings, ch	135	70	120	325
Online databases	0	0	0	0
Software	1	1	0	2
SRCS	78	76	57	211
STEAM Kits	0	0	0	0
Vertical file	0	0	0	0
VHS/DVD/Blu-Ray	2219	2682	2218	7119
Equipment	21	103	17	141
Total	10066	7117	7111	24294
A-V Circulation	2633	2959	2541	8133
A-V Circulation as % of total	26.2%	41.6%	35.7%	33.5%

CIRCULATION STATISTICS

June 2019

	DEMOTTE			RENSSELAER			WHEATFIELD			SYSTEM
	Added Vols.	Withdrew Vols.	**Circu-lation**	Added Vols.	Withdrew Vols.	**Circu-lation**	Added Vols.	Withdrew Vols.	**Circu-lation**	**Total Circ.**
ADULT BOOKS										
Fiction	85	0	**1,656**	79	69	**1,267**	53	0	**777**	**3,700**
Nonfiction	43	0	**578**	61	6	**472**	26	0	**307**	**1,357**
CHILDREN'S BKS										
Fiction	92	0	**3,433**	48	1	**1,450**	51	0	**2,550**	**7,433**
Nonfiction	35	0	**629**	6	0	**285**	11	0	**364**	**1,278**
YA BOOKS										
Fiction	16	0	**544**	24	1	**258**	27	0	**265**	**1,067**
Nonfiction	6	0	**19**	1	0	**3**	1	1	**5**	**27**
J Digital Devices	2	0	**22**	0	0	**14**	0	0	**7**	**43**
Magazines,Adult	0	0	**400**	0	0	**223**	0	0	**174**	**797**
Magazines, Child	0	0	**53**	0	0	**7**	0	0	**47**	**107**
Games, Toys	0	0	**0**	0	0	**0**	0	0	**0**	**0**
Sound Rec/Adult	15	0	**278**	14	1	**206**	12	0	**203**	**687**
Sound Rec/Child	1	0	**135**	3	2	**70**	1	0	**120**	**325**
Online Databases	0	0	**0**	0	0	**0**	0	0	**0**	**0**
Software	0	1	**1**	0	0	**1**	0	0	**0**	**2**
SRCS	0	0	**78**	0	0	**76**	0	0	**57**	**211**
STEAM Kits	1	0	**0**	1	0	**0**	1	0	**0**	**0**
Vertical Files	0	0	**0**	0	0	**0**	0	0	**0**	**0**
DVD/BluRay	74	3	**2,219**	94	11	**2,682**	42	23	**2,218**	**7,119**
Equipment	0	0	**21**	0	0	**103**	0	0	**17**	**141**
TOTAL	370	4	**10,066**	331	91	**7,117**	225	24	**7,111**	**24,294**

END OF MONTH:	**DEMOTTE**	**RENSSELAER**	**WHEATFIELD**
Total Materials Owned	84,828	77,373	61,482
Circulation Increase/Decrease	**0.8%**	**-12.4%**	**-11.0%**

MONTHLY SYSTEM STATISTICS	2018	2019	% change
Current month's Circulation	26,102	24,294	-6.9%
Jan. to date circulation	130,132	123,308	-5.2%

R3

DEMOTTE COLLECTION		**RENSSELAER COLLECTION**		**WHEATFIELD COLLECTION**		
Start of Month Volumes	**End of Month** Volumes	**Start of Month** Volumes	**End of Month** Volumes	**Start of Month** Volumes	**End of Month** Volumes	
						ADULT BOOKS
23,346	23,431	15,815	15,825	17,160	17,213	**Fiction**
19,712	19,755	19,323	19,378	8,129	8,155	**Nonfiction**
						CHILDREN'S BKS
16,409	16,501	14,541	14,588	13,302	13,353	**Fiction**
9,355	9,390	6,533	6,539	6,967	6,978	**Nonfiction**
						YA BOOKS
2,627	2,643	3,472	3,495	3,364	3,391	**Fiction**
605	611	394	395	141	141	**Nonfiction**
				0	0	**J Digital Devices**
				2	2	**Magazines,Adult**
				0	0	**Magazines, Child**
0	0	0	0	0	0	**Games, Toys**
4,120	4,135	565	578	4,670	4,682	**Sound Rec/Adult**
756	757	4,504	4,505	920	921	**Sound Rec/Child**
20	20	646	646	16	16	**Online Databases**
65	64	17	17	-21	-21	**Software**
0	0	0	0	0	0	**SRCS**
0	1	2	3	2	3	**STEAM Kits**
105	105	-1	-1	43	43	**Vertical Files**
7,226	7,297	11,180	11,263	6,529	6,548	**VHS/DVD/Blu-ray**
118	118	142	142	57	57	**Equipment**
84,464	84,828	77,133	77,373	61,281	61,482	**TOTAL**

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT R5

June 2019

	DeMotte	Hrs.	Rensselaer	Hrs.	Wheatfield	Hrs.	TOTAL	HOURS SPENT
INTRALIBRARY LOANS FILLED	231	50	304	66	286	62	821	178
LOCAL HISTORY								
In person	5	1	11	3	0	0	16	5
Letters written	2	2	7	7	0	0	9	9
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use-Wired	416	17	541	23	283	12	1240	52
Internet use-Wireless	1620		2280		810		4710	
VCR Use	0	0	0	0	0	0	0	0
Microforms	7	1	8	1	0	0	15	2
Public FAX24	44		29		57		130	
Typewriter use	0	0	0	0	0	0	0	0
Other equipment used	0	0	33	11	10	3	43	14
OTHER LIBRARY SERVICES USED								
One-on-One Instruction	31		19		2		52	
Outreach activities	51	51	9	6	0	0	60	40
Notarized documents	0	0	0	0	0	0	0	0
Meeting Room Use (no. of grou	38	13	49	16	37	12	124	41
Study room use	50	4	59	5	32	3	141	12
Proctoring	0	0	0	0	0	0	0	0
Tax Forms distributed	0	0	0	0	0	0	0	0
Pull Requests	0	0	0	0	0	0	0	0
E-books downloaded							2236	
IN-HOUSE USE ITEMS	1502		392		142		2036	
SELF-CHECKOUT USE	120		420		295		835	
INTERLIBRARY LOANS								
Requests made for:							58	15
Items rec'd for:							45	23
Items requested by other librari							0	
Items supplied to other libraries							0	0

REGISTRATIONS

	DeMotte	Rensselaer	Wheatfield	TOTAL
Total Borrowers	7301	11193	4549	23043
Non-resident, paying	0	0	0	0
PLAC card users	0	0	0	0
Reciprocal borrowers	267	447	125	839
Number of New Patrons Added	63	24	33	

PROGRAMS

	DeMotte	Hrs.	Rensselaer	Hrs.	Wheatfield	Hrs.	TOTAL	HOURS SPENT
Programs for all ages	1	6	3	18	1	6	5	30

Children's Programs (0-13)	8	48	8	48	10	60	26	156
Number attending	451		319		421		1191	
YA Programs (14-17)	2	12	3	18	3	18	8	48
Number attending	106		56		76		238	
Adult Programs	8	48	2	12	2	12	12	72
Number attending	209		146		37		392	
Senior Citizen Programs	7	42	4	24	4	24	15	90
Number attending	61		39		22		122	
Total Number of Programs	**26**	156	**20**	120	**20**	120	**66**	396
Total Persons Attending	**827**		**560**		**556**		**1943**	
Total Attending Same Month Last Yr.	705		377		543		1625	
Total Staff Hours Spent		296		258		212	766	786
Total Number of In-House Progra	**21**		**20**		**19**		**60**	
Total Attendance	**806**		**560**		**551**		**1917**	
Total Number of Outreach Progra	**5**		**0**		**1**		**6**	
Total Attendance	**21**		**0**		**5**		**26**	

CIRCULATION BY PATRON CODE

PATRONS	**DeMotte**		**Rensselaer**		**Wheatfield**		**ALL LIBRARIES**	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	5342	52.8%	4270	59.3%	4448	62.7%	14060	57.6%
Corporate	13	0.1%	0	0.0%	0	0.0%	13	0.1%
Juvenile 0-11	168	1.7%	119	1.7%	182	2.6%	469	1.9%
Juvenile-AV	1545	15.3%	807	11.2%	1605	22.6%	3957	16.2%
Nonresident No Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Nonresident Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
PLAC (state library card)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Adult	186	1.8%	301	4.2%	120	1.7%	607	2.5%
Reciprocal Juvenile	5	0.0%	2	0.0%	4	0.1%	11	0.0%
Reciprocal Juvenile AV	0	0.0%	70	1.0%	1	0.0%	71	0.3%
Reciprocal YA	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal YA AV	0	0.0%	12	0.2%	7	0.1%	19	0.1%
School	0	0.0%	10	0.1%	0	0.0%	10	0.0%
School AV	0	0.0%	2	0.0%	0	0.0%	2	0.0%
St. Joseph College	0	0.0%	0	0.0%	0	0.0%	0	0.0%
SRCS	0	0.0%	40	0.6%	0	0.0%	40	0.2%
Staff	2461	24.3%	1280	17.8%	502	7.1%	4243	17.4%
Walking books	89	0.9%	100	1.4%	51	0.7%	240	1.0%
YA 12-17	4	0.0%	4	0.1%	8	0.1%	16	2.7%
YA-AV	303	3.0%	181	2.5%	166	2.3%	650	2.7%
Total	10116		7198		7094		24408	
All items borrowed by nonresidents	191	1.9%	397	5.5%	132	1.9%	720	2.9%

R7

Salary Ordinance 2019
Updated 7/8/19

Name	Classification	Hrly Wage	Start Date	Hrs Worked	Library
Cayci Lane	Page	$7.25	6/18/19	10	R

We have hired Cayci Lane as Rensselaer Page, replacing Ashlea Mickle who no longer works for the library.

We have examined and approved the changes to the 2019 Jasper County Public Library Salary Ordinance. Dated 7/8/19.

Natalie A. Waling

Kristi Housman

R10

Patron Tasks and Devices Policy

Patrons are responsible for inputting their own data in all forms, applications, and documents to ensure privacy is maintained. Likewise, patrons must input any data, or follow any procedure on their own devices. Library staff should not touch these devices for liability purposes.

Staff can offer patrons 5 to 10 minutes of limited assistance, as staffing permits, in navigating online tasks~~. through the following tasks:~~

1. ~~Job applications~~
2. ~~Unemployment applications~~
3. ~~Obtaining an e-mail address~~
4. ~~Adding attachments or photos to e-mails.~~
5. ~~Accessing downloadable materials.~~
6. ~~Using Microsoft Office programs (opening, saving, and printing documents)~~

~~Staff will point patrons toward online guides and/or library books for any other questions that may arise.~~

Library staff will give 5 to 10 minutes of limited assistance, as staffing permits, and as staff knowledge allows, for personal devices when interfacing with library devices:

1. ~~Laptops, e-readers, tablets~~
2. ~~Handheld devices~~
3. ~~Cameras~~
4. ~~Flash drives, etc.~~
5. ~~Mp3 players~~
6. ~~Wireless devices~~

Staff will point patrons toward online guides and/or library books for any other questions that may arise.

Please be aware that library printers may not be compatible with all devices and/or software.

Technology is changing rapidly, and staff may not be knowledgeable about a specific device or program.

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One-on-one help sessions may also be scheduled.

May 2011; revised 7/19

Director's Report
June 2019

Consent Agenda

You will be approving the minutes of the June Board meeting, bills, and financial reports.

Salary Ordinance Update: There were updates this month. Please see R 7. **If you approve the Consent Agenda items, you will approve the updates to the Salary Ordinance as presented.**

Policy Review: In July three policies are up for review: Public Relations and Public Information Policy, Public Records Policy, and Patron Tasks and Devices Policy. We are recommending a revision to the Patron Tasks and Devices Policy. Please see R 10. We are removing the lists of specific things we will help with. We think they are too limiting and do not capture all of the things that crop up. This policy was originally adopted in 2011, so we have a different way of thinking about things now. We do offer one-on-one help sessions for patrons when they need more than 5 to 10 minutes of assistance and that is noted in the policy. Patrons do take advantage of that. No revisions are recommended for the Public Relations and Public Information Policy or the Public Records Policy. **If you approve the Consent Agenda, you approve revising the Patron Tasks and Devices Policy as presented.**

General Business:

House Enrolled Act 1343: There is very little new information on this front. Rayann and I participated in an ILF webinar 'Understanding HEA 1343', and the takeaway was that there are many unclear items. DLGF has attempted to clarify, but their current stance is that this clarification needs to come from the legislators in the next legislative session. If our Fiscal Body was going to put us under a binding review scenario for the 2020 Budget we would have heard by July 1, 2019. We have not received any notice of their intent, so this is not an issue for us for the 2020 budget. I have been told that Whiting Public Library will be under binding review. They have received notice.

DeMotte Library Parking Lot Project: You will receive an update as to progress on this project from either Harry or me. I have invited him to attend our meeting, if he has something to present or discuss. If he is not yet ready to do that, my goal is to provide an update about anything Harry has learned or any steps he has completed thus far.

2020 Budget Committee: As reported in our June board meeting minutes: We have a new DLGF Field Rep, Tina Market. She has set the date for our Budget Workshop, August 15. We need to establish a meeting date/time with members of the Board Budget Committee to review budget recommendations before we meet with the Field Rep. We suggest meeting on either August 1, 2, or 5. Committee members include: K. Kaluf, chair; M. Heinig; and N. Waling. Because the Field Rep is meeting with us after our August board meeting, we will need to set a date for a special meeting for the full board to approve the budget for advertising. We recommend Monday, August 19 for this special board meeting. Let's firm up our dates and times as we must advertise the Budget Committee Meeting and Special Board Meeting.

Library Board Secretary Vacancy: Jody Melton's board term expires August 2, 2019. He is currently serving as board secretary. Board President, Janet, will need to appoint a replacement to serve for the remainder of the unexpired term (through the end of 2019). Here is what our Board By-Laws state: When officer vacancies occur, the President shall appoint a replacement who will serve for the unexpired term only. If the appointment is for less than six months, the term will not be counted as a one (1) year term of office. Appointee may then serve for two additional terms in that same office if elected.

Director's Report:

Julie Davidson has been appointed to our library board effective 8/2/19. Her first board meeting will be Monday, August 12. We have scheduled new board member orientation for Wednesday, August 7.

I did mail a letter to and speak with Pat Kopanda from the Fairchild House Preservation group about the board's decision to respectfully reject the offer of the Fairchild House. The conversation was cordial, and Pat thanks the board for even considering it.

At its June 14th meeting, the Indiana Library & Historical Board (ILHB) found our library to be in compliance with the Public Library Standards (590 IAC 6) for 2018. It takes all of us, Board and Staff, to ensure these standards are achieved. A letter is on file in the business office stating compliance along with the original copy of our submission.

Our User/Non User Survey is underway with a live link on our website. We will survey through July 31, 2019. Results will be used to plan for the future and will factor into our new Long Range Plan 2020-2024. We did include questions about community aspirations in the survey. At the writing of this report 237 surveys have been completed. Our survey began on June 19. I appointed Linda P. and Sheila as co-coordinators to draft our survey questions with input from the Management Team and launch the survey via Survey Monkey. They did a great job!

Summer Reading is underway at all locations. This takes a lot of staff time to pull off as they prepare for performers, prepare for volunteers, prepare for participants, set-up, tear down, get weekly prizes, empty ticket cans, purchase and prepare craft items, clean up, etc. Summer Reading is for all ages. Adults, teens, and children all find something offered just for them. It has been an exciting month!

We hosted a community conversation at the Jasper Newton Foundation from 6pm to 8:30pm on Tuesday, June 11, 2019. This conversation was a follow-up to the Chew on This conversation facilitated by the Jasper Newton Foundation in April. This conversation is one of several we will be having with people across the community. Each one is a chance for us to better understand people's aspirations for the community, the concerns they have and what they believe might make a difference in strengthening the community. The goal is not to find consensus. The goal is to let people be heard, to look for patterns/themes to reflect the larger community, and find something that we can act upon. The eleven participants enjoyed the conversation very much and found it valuable! What a great group! What a great conversation! We did a 'carry in' approach for dinner, and the food was an added bonus. We are so excited to host these conversations, and we are listening deeply. Community engagement, turning outward, is helping us change the way we think, do, and plan. It is our pleasure to ask, and we so appreciate our community's willingness to answer. We will be hosting a second community conversation in Rensselaer and a community conversation in the north end of the county in late summer. Those dates are not yet known.

Several new laws went into effect July 1. I have received a memo from the Indiana State Library regarding the new laws and will be reviewing those impacting Indiana libraries.

We are headed to the county fair again this year! Last year was our first time at the fair, and we found it to be a valuable outreach activity. This year's booth will feature a custom made, eye-catching banner, designed by our Marketing Committee, and a community engagement activity. We will ask fair goers about their aspirations for their community. They will be able to post them on a barn at our booth. I asked Debbie and Becky to co-coordinate our fair activities, and they have done a great job with preparations.

Evie and I co-coordinated our Staff Development Day plans. This year's training on October 4 will feature a half-day of training on Community Engagement (Harwood teachings), Chair Exercises for staff well-being, and an Escape Room activity for relationship building.

System Administrator News

Sheila reports, "I began moving forward with installing Chrome on staff PCs and ran into an issue with software versions on our PCs. We are addressing this issue and will continue the project to install Chrome on staff PCs. Last month, we had to send DeMotte's AWE game computer for repair because of a fan error. When we received the computer back, it had the same error. I contacted AWE support and they had us ship it back to them for repair again. The second time we received it from repair, it was working properly. I began setting up a spare laptop as DeMotte Marketing TV laptop to display news programs during emergencies."

Technical Services News

Becky reports, "Rachel Kuhn asked if I could add some fields to the SRCS loan form. This was in an effort to clarify procedures when a patron requests a book from a branch that is not their home branch. I made the changes, but they did not show up on the book straps. Rachel and Linda P. worked on troubleshooting this problem, but there is not benefit to changing the loan form, so I reset it to our old version (no drop down). We are hoping that the new update will improve some of our problems."

DeMotte Library News

Debbie reports, "The DeMotte Library hosted a cheese making demonstration to go with our summer reading theme, A Universe of Stories – is the moon really made of cheese? We had a total of 16 in attendance. Mark had great information and was well prepared to teach the class. He prepared a lemon cheese for everyone to taste. He also brought 4 other different cheese samples to try." Shannon shares, "The teen summer reading program has had huge success this month. Each program has been full and the teens were really excited to participate. This month we did Galaxy Paintings, Tie Dye & games, and STEM Challenges." Debbie continues, "Karla worked very hard on our preschool programs and many patrons were delighted. Each week we had at least 3 teen volunteers (who did a great job) and 25 preschoolers, and 15 parents plus siblings enjoy our preschool events." Karla adds, "A Grandma brought her grandchild in for Preschool Time. At the end of the program, this child came up and gave me a hug on two separate occasions. The look on Grandma's face was one of complete surprise – both times. Greatest feeling!"

Rensselaer Library News

Janice reports, "A Universe of Stories is in full swing and the participation has been very good. For the ice cream social we had a balloon artist and the kids were thrilled. Silly Safaris was a big hit as usual with all the fun and interesting animals they bring. Our T shirt decorating brought in a very big crowd. The Magician was entertaining and very funny. The kids are enjoying all the art projects related to the sun and planets we have done. We are looking forward to a busy, fun and educational July." Linda shares, "This summer, all ages are participating in the Summer Reading program. We currently have over 130 adults participating. For every book, magazine, audio book, or eBook a patron reads/listens to their name is entered into a weekly prize drawing."

Wheatfield Library News

Evie reports, "We held another highly successful adult/family craft program in June – we purchased supplies to have patrons build bat boxes! We limited the class to 18 boxes and had 31 total participants, which included people of all ages! We had perfect weather to do the program outside in our parking lot (near the wetland), which allowed patrons to experience the library in a way they don't often do. It was a lot of fun to see and hear the various participants talking to one another, and all were very happy with their bat boxes! One couple has asked to do blue bird boxes in the near future, and a dad asked if we would be doing more classes like this in the future."

Please contact me if you are unable to attend the July Board meeting or if you have any questions about materials in your packet.-Patty

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JCPL FINANCIAL STATEMENT
June 30, 2019

	Beginning 2019 Balance	Current Month Disbursements	Y-T-D Disbursements	Current Month Receipts	Y-T-D Receipts	Ending Balance
Operating Fund	$769,507.09	**$223,382.93**	$1,145,159.77	**$367,442.60**	$1,253,444.94	**$877,792.26**
Public Library Access Card Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Gift Fund	$19,919.87	$4,540.11	$12,625.53	$600.00	$15,879.73	**$23,174.07**
DeMotte	$5,295.26	**$1,139.62**	$3,767.74	**$200.00**	$5,313.03	**$6,840.55**
Rensselaer	$11,498.67	**$2,113.88**	$5,925.36	**$110.00**	$7,333.94	**$12,907.25**
Wheatfield	$3,125.94	**$1,286.61**	$2,932.43	**$290.00**	$3,232.76	**$3,426.27**
Library Improvement Reserve Fund	$231,768.60	**$0.00**	$0.00	**$17.79**	$113.68	**$231,882.28**
Bond & Interest Redemption Fund	$3,142.90	**$0.00**	$0.00	**$0.00**	$0.00	**$3,142.90**
Rainy Day Fund	$2,249,509.13	**$1,000.00**	$7,074.70	**$4,056.76**	$24,599.95	**$2,267,034.38**
Includes Investments of: $2,075,719.07						
State Technology Fund Grant Fund	$0.00	**$1,782.00**	$10,692.00	**$0.00**	$20,244.00	**$9,552.00**
Capital Projects Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Includes Investments of:						
Host/Hospitality Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Levy Excess Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Sales Tax	$220.62	**$0.00**	$198.89	**$11.19**	$97.09	**$118.82**
Construction Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Petty Cash Funds	$120.00	**$0.00**	$0.00	**$0.00**	$0.00	**$120.00**
Cash Change Fund	$150.00	**$0.00**	$0.00	**$0.00**	$0.00	**$150.00**
Insurance Refund Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Insurance Settlement Fund	$0.00	**$0.00**	$6,766.67	**$0.00**	$6,766.67	**$0.00**
Payroll Withholding Accts.						
FIT Tax Collected	$0.00	**$7,426.02**	$43,401.62	**$7,426.02**	$43,401.62	**$0.00**
FICA Tax Collected	$0.00	**$8,258.77**	$48,392.59	**$8,258.77**	$48,392.59	**$0.00**
State Tax Collected	$0.00	**$3,694.18**	$21,667.08	**$3,694.18**	$21,667.08	**$0.00**
County Tax Collected	$0.00	**$2,904.83**	$16,981.09	**$2,904.83**	$16,981.09	**$0.00**
Deferred Comp.	$0.00	**$2,840.00**	$17,040.00	**$2,840.00**	$17,040.00	**$0.00**
#125 Pre-tax Plan	$48.16	**$3,448.37**	$21,159.79	**$3,450.16**	$21,122.72	**$11.09**
Employee Life Insur.	$0.88	**$243.95**	$1,474.70	**$243.94**	$1,474.76	**$0.94**
Employee INPRS	$0.00	**$3,354.11**	$19,896.23	**$3,354.11**	$19,896.23	**$0.00**
Garnishments	$23.47	**$0.00**	$551.43	**$22.94**	$550.90	**$22.94**
Credit Union	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
EIC	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
TOTAL ALL FUNDS....................	**$3,274,410.72**	**$262,875.27**	**$1,373,082.09**	**$404,323.29**	**$1,511,673.05**	**$3,413,001.68**

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Bank Balances

Jasper County Public Library

Report as of: **06/30/19**

	Bank	
1	Alliance Bank	$1,337,012.61
2	Cash On Hand	$270.00
3	IN-02-0225-0001 TrustINdiana	$2,075,719.07
	Total all banks =	**$3,413,001.68**

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

OPEN INVESTMENTS:

Renewal Date	CD/ACCT #	Issued By	Terms	Principal	%-Interest	Fund	Date Invested	Interest Earned	Comments
	IN-02-0225-0001	TrustINdiana	N/A	$2,000,000.00		Rainy Day	05/15/17	$4,142.20	Jan-19
								$3,803.93	Feb-19
								$4,229.44	Mar-19
								$4,082.24	Apr-19
								$4,203.53	May-19
								$4,042.03	Jun-19

CLOSED INVESTMENTS:

TOTAL INTEREST EARNED: **$24,503.37**

F2.1

Appropriation Report for 100OPERATING FUND

Jasper County Public Library

Report Date: From **06/01/19** *To* **06/30/19**

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent*
1. Personal Services							
1.11 SALARY OF LIBRARIAN	$77,251.00	$0.00	$77,251.00	$6,437.60	$38,532.00	$38,719.00	50.1
1.12 SALARY OF ASSISTANTS	$1,153,291.00	$0.00	$1,153,291.00	$96,625.82	$568,663.49	$584,627.51	50.7
1.13 WAGES OF JANITORS	$95,314.00	$0.00	$95,314.00	$7,722.25	$42,771.92	$52,542.08	55.1
1.21 EMPLOYER'S SHARE-FICA	$101,428.00	$0.00	$101,428.00	$8,258.77	$48,392.59	$53,035.41	52.3
1.22 UNEMPLOYMENT COMPENSATION	$2,482.00	$0.00	$2,482.00	$0.00	$1,632.56	$849.44	34.2
1.23 EMPLOYER'S CONTRIB.- PERF	$117,580.00	$0.00	$117,580.00	$9,875.92	$58,548.96	$59,031.04	50.2
1.24 EMPLOYER'S CONTRIB.- INS.	$169,655.00	$0.00	$169,655.00	$10,455.22	$64,552.92	$105,102.08	62.0
Subtotal	*$1,717,001.00*		$1,717,001.00	$139,375.58	$823,094.44	$893,906.56	52.1
2. Supplies							
2.11 OFFICIAL RECORDS	$500.00	$0.00	$500.00	$0.00	$0.00	$500.00	100.0
2.12 STATIONERY AND PRINTING	$1,000.00	$0.00	$1,000.00	$0.00	$0.00	$1,000.00	100.0
2.13 OTHER OFFICE SUPPLIES	$8,000.00	$0.00	$8,000.00	$770.33	$3,247.84	$4,752.16	59.4
2.21 CLEANING & SANITATION SUPPLIES	$6,500.00	$0.00	$6,500.00	$646.45	$2,877.85	$3,622.15	55.7
2.23 OTHER OPERATING SUPPLIES	$6,000.00	$0.00	$6,000.00	$456.37	$2,256.75	$3,743.25	62.4
2.31 BUILDING MATERIALS & SUPPLIES	$2,000.00	$0.00	$2,000.00	$0.00	$20.58	$1,979.42	99.0
2.32 PAINT AND PAINTING SUPPLIES	$400.00	$0.00	$400.00	$0.00	$0.00	$400.00	100.0
2.33 REPAIR PARTS	$1,000.00	$0.00	$1,000.00	$0.00	$31.65	$968.35	96.8
2.41 LIBRARY SUPPLIES	$17,400.00	$0.00	$17,400.00	$400.94	$7,194.61	$10,205.39	58.7
2.42 MARKETING SUPPLIES	$100.00	$0.00	$100.00	$0.00	$0.00	$100.00	100.0
Subtotal	*$42,900.00*		$42,900.00	$2,274.09	$15,629.28	$27,270.72	63.6
3. Other Services and Charge							

F3a

Account #	Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
3.13	LEGAL SERVICES	$7,000.00	$0.00	$7,000.00	$0.00	$870.00	$6,130.00	87.6
3.14	OTHER PROFESSIONAL SERVICES	$16,500.00	$0.00	$16,500.00	$2,533.00	$3,136.23	$13,363.77	81.0
3.145	DATABASES & LICENSING SERVICES	$25,034.00	$0.00	$25,034.00	$9,043.50	$13,405.75	$11,628.25	46.4
3.146	E-BOOKS SERVICES	$31,500.00	$0.00	$31,500.00	$4,625.00	$12,250.00	$19,250.00	61.1
3.147	APPS	$100.00	$0.00	$100.00	$0.00	$0.00	$100.00	100.0
3.21	TELEPHONE	$12,000.00	$0.00	$12,000.00	$313.04	$5,158.41	$6,841.59	57.0
3.22	POSTAGE	$2,500.00	$0.00	$2,500.00	$0.00	$715.61	$1,784.39	71.4
3.23	MILEAGE	$20,000.00	$0.00	$20,000.00	$2,088.98	$8,615.77	$11,384.23	56.9
3.24	PROFESSIONAL MEETINGS	$12,000.00	$0.00	$12,000.00	$137.72	$2,917.13	$9,082.87	75.7
3.25	FREIGHT	$1,800.00	$0.00	$1,800.00	$152.37	$745.00	$1,055.00	58.6
3.26	NETWORKING	$86,400.00	$0.00	$86,400.00	$1,163.34	$4,751.12	$81,648.88	94.5
3.31	ADVERTISING & PUBLIC NOTICES	$800.00	$0.00	$800.00	$10.00	$509.04	$290.96	36.4
3.33	MARKETING ADVERTISING	$2,500.00	$0.00	$2,500.00	$314.00	$2,310.90	$189.10	7.6
3.41	OFFICIAL BONDS	$500.00	$0.00	$500.00	$0.00	$300.00	$200.00	40.0
3.42	OTHER INSURANCE	$30,000.00	$0.00	$30,000.00	$0.00	$16,969.00	$13,031.00	43.4
3.51	GAS	$25,000.00	$0.00	$25,000.00	$1,157.73	$11,908.28	$13,091.72	52.4
3.52	ELECTRICITY	$110,000.00	$0.00	$110,000.00	$8,292.38	$41,306.30	$68,693.70	62.4
3.53	WATER	$4,000.00	$0.00	$4,000.00	$264.25	$1,592.92	$2,407.08	60.2
3.54	WASTE DISPOSAL SERVICES	$8,000.00	$0.00	$8,000.00	$573.85	$3,833.66	$4,166.34	52.1
3.61	BUILDING & STRUCTURES	$118,270.00	$0.00	$118,270.00	$1,105.00	$22,205.86	$96,064.14	81.2
3.62	EQUIPMENT REPAIRS	$2,000.00	$0.00	$2,000.00	$290.90	$290.90	$1,709.10	85.5
3.72	EQUIPMENT RENTALS	$300.00	$0.00	$300.00	$12.45	$223.70	$76.30	25.4
3.91	DUES	$2,000.00	$0.00	$2,000.00	$290.00	$2,047.18	($47.18)	-2.4
3.93	TAXES & ASSESSMENTS	$300.00	$0.00	$300.00	$0.00	$336.00	($36.00)	-12.0
3.94	TRANSFER TO LIRF	$50,000.00	$0.00	$50,000.00	$0.00	$0.00	$50,000.00	100.0
3.95	BOOK REIMBURSEMENT	$200.00	$0.00	$200.00	$0.00	$8.99	$191.01	95.5

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
3.96 PETTY CASH	$120.00	$0.00	$120.00	$0.00	$0.00	$120.00	100.0
3.98 MAINTENANCE/SERVICE CONTRACTS	$112,754.00	$0.00	$112,754.00	$31,294.33	$64,510.18	$48,243.82	42.8
Subtotal	*$681,578.00*		$681,578.00	$63,661.84	$220,917.93	$460,660.07	67.6
4. Capital Outlays							
4.4 FURNITURE & EQUIPMENT	$82,681.00	$0.00	$82,681.00	$0.00	$545.60	$82,135.40	99.3
4.51 BOOKS	$150,000.00	$0.00	$150,000.00	$10,041.47	$51,501.05	$98,498.95	65.7
4.52 PERIODICALS & NEWSPAPERS	$22,000.00	$0.00	$22,000.00	$2,775.55	$7,918.60	$14,081.40	64.0
4.53 NONPRINTED MATERIALS	$60,000.00	$0.00	$60,000.00	$5,254.40	$25,552.87	$34,447.13	57.4
Subtotal	*$314,681.00*		$314,681.00	$18,071.42	$85,518.12	$229,162.88	72.8
Grand Total	$2,756,160.00	$0.00	$2,756,160.00	$223,382.93	$1,145,159.77	$1,611,000.23	58.5

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

F3e

Appropriation Report for 151RAINY DAY FUND

Jasper County Public Library

Report Date: From **06/01/19** *To* **06/30/19**

F3d

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent*
3. Other Services and Charge							
3.13 LEGAL SERVICES	$10,000.00	$0.00	$10,000.00	$0.00	$0.00	$10,000.00	100.0
3.14 OTHER PROFESSIONAL SERVICES	$50,000.00	$0.00	$50,000.00	$0.00	$0.00	$50,000.00	100.0
3.21 TELEPHONE	$0.00	$0.00	$0.00	$0.00	$6,074.70	($6,074.70)	#Div/0!
3.61 BUILDING & STRUCTURES	$100,000.00	$0.00	$100,000.00	$1,000.00	$1,000.00	$99,000.00	99.0
Subtotal	*$160,000.00*		$160,000.00	$1,000.00	$7,074.70	$152,925.30	95.6
4. Capital Outlays							
4.3 IMPROVEMENTS OTHER THAN BUILD.	$359,604.00	$0.00	$359,604.00	$0.00	$0.00	$359,604.00	100.0
Subtotal	*$359,604.00*		$359,604.00	$0.00	$0.00	$359,604.00	100.0
Grand Total	$519,604.00	$0.00	$519,604.00	$1,000.00	$7,074.70	$512,529.30	98.6

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

Appropriation Report for 155STATE TECHN.FUND GRANT

Jasper County Public Library

Report Date: From **06/01/19** *To* **06/30/19**

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent*
3. Other Services and Charge							
3.26 NETWORKING	$0.00	$0.00	$0.00	$1,782.00	$10,692.00	($10,692.00)	#Div/0!
Subtotal	*$0.00*		$0.00	$1,782.00	$10,692.00	($10,692.00)	#Div/0!
Grand Total	$0.00	$0.00	$0.00	$1,782.00	$10,692.00	($10,692.00)	#Div/0!

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

F3e

F4a

Voucher List

Jasper County Public Library

Report Date: From 06/01/19 **To** 06/30/19

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	385	PAYROLL	06/10/19	PAYROLL	$57,738.14
36940	386	AARON'S LAWN CARE	06/10/19	Mowing & edging	$820.00
36941	387	ACE HARDWARE	06/10/19	Maintenance & library supplies	$25.94
36942	388	ADVANCED IMAGING SOLUTI	06/10/19	Patron copiers quarterly maintenance agreement 5/30-8/29/19	$665.45
36943	389	ANTHEM BLUE CROSS BLUE	06/10/19	Health Insurance premiums- June 2019	$12,493.13
36944	390	ANTHEM LIFE	06/10/19	Life Insurance premiums- June 2019	$100.98
36945	391	BAKER & TAYLOR	06/10/19	Books, Continuations, AV, Auto. Yours	$10,404.40
36946	392	BAKER & TAYLOR ENTERTAIN	06/10/19	AV	$2,429.79
36947	393	BLUETARP FINANCIAL, INC	06/10/19	Maintenance supplies	$15.28
36948	394	BUSINESS CARD	06/10/19	Library & maintenance supplies, conference & meeting expenses, Facebook advertising, Cricut Maker	$2,448.12
36949	395	CAROLYNN DeVRIES	06/10/19	Mileage 4/25/19	$25.52
36950	396	COUNTRYSIDE LANDSCAPIN	06/10/19	Wh: Japanese Maple tree & install	$354.99
36951	397	CR ENTERTAINMENT	06/10/19	Summer Reading Presenter	$825.00
36952	398	DEBORAH KRISTOFF	06/10/19	Mileage 4/3-5/16/19	$157.76
36953	399	DELL MARKETING L.P.	06/10/19	Toner	$129.19
36954	400	DELTA DENTAL	06/10/19	Dental Insurance premiums- June 2019	$540.26
36955	401	ENA SERVICES LLC	06/10/19	Internet service for May 2019	$1,782.00
36956	402	FINDAWAY WORLD, LLC	06/10/19	AV, Library & office supplies	$784.85
36957	403	GALE	06/10/19	Legal Forms & Opposing Viewpoints database subscriptions 5/27/19-5/26/20	$4,070.53
36958	404	INDIANA STATE LIBRARY	06/10/19	Info Express Delivery Services, 2 days/week	$1,000.00
36959	405	JANWAY COMPANY USA, INC.	06/10/19	Promotional picnic blankets	$314.00
36960	406	JASPER NEWTON FOUNDATI	06/10/19	Strengthening Communities workshop group registration: E. Parrish, B. Amalong, L. Poortenga, D. Kristoff	$35.00
36961	407	KIMBERLY HUNTER	06/10/19	Mileage 5/23/19	$25.52
36962	408	LINDA POORTENGA	06/10/19	Mileage 5/1-5/24/19	$110.20
36963	409	MARK L. LYONS	06/10/19	Program presenter	$300.00
36964	410	MIDWEST COLLABORATIVE F	06/10/19	HeritageQuest Online & Ancestry Library database subscriptions 7/1/19-6/30/2020	$2,772.97
36965	411	MIDWEST TAPE	06/10/19	AV	$1,302.63
36966	412	NICKOLE HACHLICA	06/10/19	Mileage 5/23-5/28/19	$11.60
36967	413	NIPSCO	06/10/19	DeM & Wh: Gas & electric service 4/30-5/31/19	$5,620.24
36968	414	NITCO	06/10/19	DeM: Local Phone & Fax Service June 2019	$177.56
36969	415	OLLIS BOOK CORPORATION	06/10/19	Books	$100.99
36970	416	OVERDRIVE, INC.	06/10/19	Deposit on Advantage & Consortium accounts for future content purchases	$4,625.00
36971	417	PATTY STRINGFELLOW	06/10/19	Mileage 4/8-5/22/19	$113.68
36972	418	SCIENCETELLERS	06/10/19	Summer Reading program presenter	$975.00
36973	419	SILLY SAFARI SHOWS, INC.	06/10/19	Summer Reading program presenter	$900.00
36974	420	THE LIBRARY CORPORATION	06/10/19	Hosted System Sept 2019- Aug 2020; Library.Solution Software Support Sept 2019-Aug 2020; Its.Marc Sept 2019-Aug 2020; AV Access on Its.Marc Sept 2019-Aug 2020	$29,189.00
36975	421	TRUGREEN PROCESSING CE	06/10/19	Rens: Lawn fertilization & grub preventative	$285.00
36976	422	TWIST & SMILE BALLOONS	06/10/19	Program presenter	$100.00
36977	423	VISION SERVICE PLAN	06/10/19	Vision Insurance Premiums- June 2019	$214.74
36978	424	WAL-MART COMMUNITY/SYN	06/10/19	Library supplies	$301.91
0	425	CHRISTINA SANDERS	06/10/19	Courier Mileage 5/16/19-5/31/19 (Conf. #804)	$395.56
0	426	GREAT-WEST RETIREMENT S	06/10/19	Annuity Withheld 6/10/19 payroll (Conf. #805)	$1,420.00

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Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	**Total**
0	427	INPRS fbo PERF	06/10/19	INPRS Contributions 6/10/19 Payroll	$6,896.80
0	428	IRS USA TAXPAYMENT	06/10/19	Federal Withholding, Medicare, & FICA withheld 6/10/19 Payroll & Ins. (Acknowledgement 35255609)	$12,554.20
0	429	TOWN OF DEMOTTE	06/10/19	DeM: Sewer & Water- May 2019 (conf# 802)	$168.90
0	430	TOWN OF WHEATFIELD	06/10/19	Wh: Sewer Service- June 2019 (Conf# 803)	$77.35
36979	431	CENTURYLINK	06/10/19	Rens: Fax line service- June 2019	$56.10
36980	432	CENTURYLINK	06/10/19	DeM: Long distance service- May 2019	$14.69
36981	433	CULLIGAN WATER CONDITIO	06/10/19	Wh: Water Cooler Rental- June 2019, 5-gallon drinking water- 4	$44.45
36982	434	DONNA BARKO	06/10/19	Mileage 3/21-6/6/19	$20.88
36983	435	ENVISIONWARE, INC.	06/10/19	Patron computer reservation software annual maintenance	$921.51
36984	436	GOODWIN FIRE EQUIPMENT, I	06/10/19	DeM, Rens, Wh: Annual fire extinguisher inspection and maintenance	$290.90
36985	437	GRAINGER	06/10/19	Light bulbs, bottle filler filters, door security devices	$1,079.73
36986	438	HP PRODUCTS CORPORATIO	06/10/19	Janitorial supplies	$599.06
36987	439	ICC BUSINESS PRODUCTS	06/10/19	Laminating pouches, chairmat, vinegar	$72.03
36988	440	INDIANA GROCERY GROUP, L	06/10/19	Ladies Tea program supplies, children's program expenses, Management meeting expenses	$65.14
36989	441	MAGAZINE SUBSCRIPTION SE	06/10/19	Annual September - December Magazine Subscription Renewals	$3,094.33
36990	442	NICHE ACADEMY	06/10/19	Niche Academy database annual subscription renewal	$1,260.00
36991	443	NORTHWEST GEOTHERMAL I	06/10/19	DeM: Exterior lighting retrofit and repair	$1,000.00
36992	444	OFFICE DEPOT	06/10/19	Library & janitorial supplies	$229.99
36993	445	OLLIS BOOK CORPORATION	06/10/19	Books	$680.49
36994	446	QUILL CORPORATION	06/10/19	Office, janitorial, & library supplies	$508.26
36995	447	RACHAEL CAVINDER	06/10/19	Mileage 5/13-5/30/19	$102.66
36996	448	LAURIE STEELE	06/10/19	Online Database (Read the Books) 7/1/19-6/30/20	$940.00
36997	449	RENSSELAER ROTARY CLUB	06/10/19	2nd quarter 2019 dues	$190.00
36998	450	STAPLES CREDIT PLAN	06/10/19	Hot spot cases	$19.14
36999	451	STEVE'S SPECIALIZED SERVI	06/10/19	Laundry	$38.00
37000	452	UNIQUE MANAGEMENT SERVI	06/10/19	Collections: Initial/Secondary Placements- May 2019	$116.35
37001	453	WHEATFIELD CHAMBER OF C	06/10/19	Wh: Chamber Membership Dues 2019-2020	$100.00
0	454	PAYROLL	06/25/19	PAYROLL	$53,047.53
0	455	AFLAC	06/25/19	Supplemental Insurance June 2019 (Conf #807)	$798.43
0	456	ALLIANCE BANK	06/25/19	Direct Deposit Fees - May 2019	$36.90
0	457	CENTURYLINK	06/25/19	Wh: Fax line June 2019 (Conf #808)	$64.69
0	458	CHRISTINA SANDERS	06/25/19	Courier Mileage 6/1/19-6/15/19 (Conf. #811)	$359.60
0	459	CITY OF RENSSELAER	06/25/19	RENS: Utilities 5/7/19 - 6/6/19 (Conf. #809)	$4,249.72
0	460	GREAT-WEST RETIREMENT S	06/25/19	Annuity Withheld 6/25/19 payroll (Conf. #812)	$1,420.00
0	461	INDIANA DEPARTMENT OF RE	06/25/19	State & County Taxes withheld June 2019 Payrolls (Ref. #51036)	$6,599.01
0	462	INDIANA WASTE SERVICE	06/25/19	DeM & WH: Trash Pick-up, June 2019 (Conf #806)	$140.00
0	463	INPRS fbo PERF	06/25/19	INPRS Contributions 6/25/19 Payroll	$6,333.23
0	464	IRS USA TAXPAYMENT	06/25/19	Federal Withholding, Medicare, & FICA withheld 6/25/19 Payroll & Ins. (Acknowledgement 40084594)	$11,389.36
0	465	SPRINT	06/25/19	Hotspot Data Service 5/12 - 6/11/19 (Conf #810)	$1,163.34
0	466	SQUARE, INC	06/30/19	Merchant Processing Fees- June 2019	$30.57

F4c

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
				Total Amount of Claims	$262,875.27

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Wednesday, July 03, 2019

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 **pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of** **$262,875.27**

Date this 8th **day of** July **,20**19**.**

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

F5a

JASPER COUNTY PUBLIC LIBRARY
Receipt Breakdown
June 30, 2019

	THIS MONTH	YEAR-TO-DATE	TOTAL RECEIPTS THIS MONTH	TOTAL RECEIPTS YEAR-TO-DATE
FINES & FEES:			$2,807.96	$14,877.47
DeMotte	$1,062.60	$4,394.74		
Rensselaer	$945.94	$6,555.50		
Wheatfield	$799.42	$3,927.23		
PHOTOCOPIES:			$789.75	$4,705.08
DeMotte	$207.50	$1,564.50		
Rensselaer	$375.00	$2,238.83		
Wheatfield	$207.25	$901.75		
INTEREST (Checking, Repurchase, CDs):			$62.18	$305.97
TAXES:			$363,622.94	$1,232,446.48
Property Tax	$218,794.96	$727,437.45		
LOIT	$17,903.55	$107,421.30		
License Excise Tax	$62,533.84	$62,533.84		
Financial Institution Tax	$1,572.93	$1,572.93		
CVET(Commercial Vehicle Excise)	$8,685.00	$8,685.00		
Local Option/Certified Shares	$0.00	$0.00		
Local Option/Property Tax Repl.	$0.00	$0.00		
LIT Certified Shares	$54,132.66	$324,795.96		
TAXABLE SALES:-			$9.77	$23.59
REFUNDS:			$150.00	$1,086.35
Rebates/Refund	$0.00	$0.00		
Insurance Claims/Reimbursements	$0.00	$0.00		
Meeting Room Rental	$150.00	$1,050.00		
Reimbursement	$0.00	$0.00		
Fixed Asset Sales	$0.00	$0.00		
Miscellaneous Receipts	$0.00	$36.35		
Interfund Transfer	$0.00	$0.00		
TOTAL OPERATING FUND RECEIPTS			**$367,442.60**	**$1,253,444.94**
PLAC FUND:			$0.00	$0.00
GIFT FUNDS:			$600.00	$15,879.73
DeMotte	$200.00	$5,313.03		
Rensselaer	$110.00	$7,333.94		
Wheatfield	$290.00	$3,232.76		
LIB. IMPROV. RESERVE FUND:			$17.79	$113.68
Interest Earned	$17.79	$113.68		
Transfer from OPERATING	$0.00	$0.00		
BOND & INTEREST REDEMPTION FUND:			$0.00	$0.00
Property Tax	$0.00	$0.00		
License Excise Tax	$0.00	$0.00		
Financial Institution Tax	$0.00	$0.00		
CVET(Commercial Vehicle Excise)	$0.00	$0.00		
Interfund Transfer	$0.00	$0.00		
RAINY DAY FUND:			$4,056.76	$24,599.95
Special CAGIT Distribution	$0.00	$0.00		
Special LOIT Distribution	$0.00	$0.00		
Interest Earned	$4,056.76	$24,599.95		
Interfund Transfer	$0.00	$0.00		
STATE TECHNOLOGY FUND GRANT FUND:-			$0.00	$20,244.00
HOST/HOSPITALITY FUND:			$0.00	$0.00
LEVY EXCESS FUND:			$0.00	$0.00
SALES TAX:			$11.19	$97.09
CASH CHANGE FUND			$0.00	$0.00
INSURANCE REFUND FUND:			$0.00	$0.00
Interfund Transfer	$0.00	$0.00		
INSURANCE SETTLEMENT FUND			$0.00	$6,766.67
SUB-TOTAL (page 1)			**$372,128.34**	**$1,321,146.06**

F5b

WITHHOLDING ACCOUNT FUNDS:			$32,194.95	$190,526.99
FIT Tax Collected	$7,426.02	$43,401.62		
FICA Collected	$8,258.77	$48,392.59		
State Tax Collected	$3,694.18	$21,667.08		
County Tax Collected	$2,904.83	$16,981.09		
Deferred Comp Plan	$2,840.00	$17,040.00		
Pre-tax Insurance Plans	$3,450.16	$21,122.72		
Life Insurance	$243.94	$1,474.76		
INPRS	$3,354.11	$19,896.23		
Garnishments	$22.94	$550.90		
Credit Union	$0.00	$0.00		
TOTAL RECEIPTS - ALL FUNDS...			**$404,323.29**	**$1,511,673.05**

F6a

Voucher List

Jasper County Public Library

Report Date: From **07/01/19** ***To*** **07/08/19**

Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	*Total*
37002	474	AARON'S LAWN CARE	07/08/19	Mowing & edging	$955.00
37003	475	ACE HARDWARE	07/08/19	Maintenance & repair supplies	$169.63
37004	476	AFFORDABLE ALTERNATIVES	07/08/19	Toddler labels, Look For labels	$115.77
37005	477	ANTHEM BLUE CROSS BLUE	07/08/19	Health Insurance premiums- July 2019	$12,493.13
37006	478	ANTHEM LIFE	07/08/19	Life Insurance premiums- July 2019	$97.38
37007	479	BAKER & TAYLOR	07/08/19	Books, Continuations, AV, Auto. Yours	$9,742.59
37008	480	BAKER & TAYLOR ENTERTAIN	07/08/19	AV	$2,258.02
37009	481	BARNES & NOBLE	07/08/19	Book	$18.95
37010	482	BETTER CONTAINERS MFG. C	07/08/19	Small Love My Library bags	$277.95
37011	483	BRODART CO.	07/08/19	Inspirational & juvenile labels	$71.49
37012	484	BUSINESS CARD	07/08/19	Library & repair supplies, conference expenses, handheld vacuums, facebook advertising, background check, SurveyMonkey fee	$2,367.14
37013	485	CENTURYLINK	07/08/19	Rens: Fax line service- July 2019	$56.10
37014	486	CENTURYLINK	07/08/19	DeM: Long distance service- June 2019	$14.98
37015	487	COUNTRYSIDE LANDSCAPIN	07/08/19	Wh: Start up of irrigation system, irrigation system repair	$747.22
37016	488	CULLIGAN WATER CONDITIO	07/08/19	Wh: Water Cooler Rental- July 2019	$12.45
37017	489	DEBORAH KRISTOFF	07/08/19	Mileage 5/17-6/12/19	$198.36
37018	490	DELTA DENTAL	07/08/19	Dental Insurance premiums- July 2019	$540.26
37019	491	DEMCO	07/08/19	Library supplies	$565.73
37020	492	EDWARD P. DUMAS	07/08/19	Legal Assistance: DeMotte parking lot project	$600.00
37021	493	ENA SERVICES LLC	07/08/19	Internet service for June 2019	$1,782.00
37022	494	EVELYN S. PARRISH	07/08/19	Mileage 4/2-6/27/19	$284.78
37023	495	GRAINGER	07/08/19	Door security devices	$2,473.56
37024	496	HAMSTRA BUILDERS, INC.	07/08/19	Wh: Removed ERU Wheel for bearing replacement	$195.00
37025	497	ICC BUSINESS PRODUCTS	07/08/19	Watercolor paper, laminating pouches	$71.22
37026	498	INDIANA LIBRARY FEDERATIO	07/08/19	2019 ILF FULL Annual Conference Registration- E. Parrish	$280.00
37027	499	INDIANA STATE LIBRARY	07/08/19	IN Share Requests 4/1-6/30/19	$125.00
37028	500	INDIANA WASTE SERVICE	07/08/19	DeM & WH: Trash Pick-up, July 2019	$140.00
37029	501	JUNIOR LIBRARY GUILD	07/08/19	Continuations	$1,530.88
37030	502	KONE, INC.	07/08/19	DeM: Elevator maintenance agreement 7/1-9/30/19	$456.03
37031	503	KROGER GARDIS & REGAS, L	07/08/19	Legal Assistance: Personnel Matter	$690.00
37032	504	KV POST NEWS	07/08/19	Wh: Newspaper subscription Acct# 0047445	$66.99
37033	505	LINDA POORTENGA	07/08/19	Mileage 6/12-6/21/19	$82.36
37034	506	MIDWEST COLLABORATIVE F	07/08/19	MCLS Annual Membership Fee	$125.00
37035	507	MIDWEST TAPE	07/08/19	AV	$1,532.28
37036	508	MOHLER ARCHITECTS, P.C.	07/08/19	DeM: Parking lot project	$3,129.50
37037	509	NEILE TRAINOR	07/08/19	Mileage 4/3-6/26/19	$134.56
37038	510	NIPSCO	07/08/19	DeM & Wh: Gas & electric service 5/31-7/1/19	$6,051.12
37039	511	NITCO	07/08/19	DeM: Local Phone & Fax Service July 2019	$180.32
37040	512	OFFICE DEPOT	07/08/19	Library, janitorial, and office supplies	$536.49
37041	513	POST TRIBUNE	07/08/19	Rens: Newspaper subscription Acct# 74364548	$97.50
37042	514	PRECISION CONTROL SYSTE	07/08/19	Rens: HVAC repairs & maintenance	$2,607.61
37043	515	QUILL CORPORATION	07/08/19	Binder clips, double-sided tape, file folder labels, tacky glue, copy paper	$62.53
37044	516	ROEING CORPORATION	07/08/19	Tech Maintenance Support - 3rd Installment 2019	$7,500.00
37045	517	STAPLES CREDIT PLAN	07/08/19	Sticky notes, hot spot cases, swiffer duster refills	$224.67
37046	518	TREASURER OF JASPER COU	07/08/19	Remittance of delinquent property taxes withheld from employee	$22.94

F6b

Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	**Total**
37047	519	TRUGREEN PROCESSING CE	07/08/19	Tree & shrub treatments, grub preventative treatments, lawn fertilizations, ornamental bed week control treatment, Ash tree injections	$2,329.35
37048	520	UNIQUE MANAGEMENT SERVI	07/08/19	Collections: Initial/Secondary Placements- June 2019	$89.50
37049	521	VISION SERVICE PLAN	07/08/19	Vision Insurance Premiums- July 2019	$214.74
37050	522	WALL STREET JOURNAL	07/08/19	DeM: Newspaper subscription Acct# 010560502255	$539.88
37051	523	WAL-MART COMMUNITY/SYN	07/08/19	Library, janitorial, & maintenance supplies, DVDs	$490.55
37052	524	WORLD BOOK INC.	07/08/19	World Book Database subscription	$995.67
				Total Amount of Claims	**$66,344.18**

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, July 08, 2019

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 2 **pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of** **$66,344.18**

Date this 8th **day of** July **,20**19**.**

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

A
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Agenda
Jasper County Public Library
Board of Trustees Budget Committee Meeting
Friday, August 2, 2019 8am
Rensselaer Public Library

Review of 2020 Budget Recommendations

Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, August 12, 2019, 6pm
Rensselaer Public Library

Opening of Meeting	Moment of Silence
Approval of Consent Agenda & Consent Agenda Items	Action

Minutes of July Board Meeting
Bills/Financial Reports
Salary Ordinance Update (R 7)
Policy Review (R 10 & R 20)
Resolution to Continue in the
    Public Library Internet Consortium (R 20)

General Business

Oath of Office – Julie Davidson (R 20)	Action
Committee Assignments (R 21)	Information
User/Non User Survey Results (R 21)	Information
Board Member Continuing Education Harwood/Community Engagement (R 21)	Discussion

Director's Report (R 20-R 24)	Information

Items for Future Agendas

Public Forum

Adjournment

To inform, enrich, and empower our diverse community.

MINUTES **July 8, 2019**
Jasper County Public Library Board of Trustees **Rensselaer Library**
6:00 PM

Present: Jody Melton, Janet Umlauf, Natalie Waling, Kristie Housman, Janelle Harper, Patricia Stringfellow, Rayann Gilmore, Harry Mohler
Absent: Mark Heinig, Kevin Kaluf

Agenda & Consent Agenda Approval: The Consent Agenda and Consent Agenda items including the June Board Meeting Minutes, bills/financial reports, Salary Ordinance Update, Public Relations & Public Information Policy review, Public Records Policy review, and Patron Tasks & Devices Policy revisions were approved as presented on a motion by J. Melton, seconded by K. Housman. Motion passed.

House Enrolled Act 1343: There is very little new information on House Enrolled Act 1343. There are still many unclear items. DLGF has attempted to clarify, but their current stance is that this clarification needs to come from the legislators in the next legislative session. If our Fiscal Body was going to put us under a binding review scenario for the 2020 Budget we would have heard by July 1, 2019. We have not received any notice of their intent, so this is not an issue for us for the 2020 budget.

DeMotte Library Parking Lot Project Update: Architect, Harry Mohler, explained that he met with the Town of DeMotte and their engineers to talk about the parking lot project and what possible implications there could be. He presented the Board with two preliminary site plans showing where the current parking spaces are located and where new parking spaces could potentially be located. He learned when meeting with the Town that there are no plans at this time to widen 9th Street which could do away with some of our parking on 9th Street but these aren't ideal parking spaces from a traffic stand point; that the street that runs in front of the empty lot from Birch Street to the school is a platted city street and so we would be required to put sidewalks along it; and the Town would like to see us survey and have our multiple lots re-platted into one although it is not required. After meeting with the Town, walking the property, and viewing site plans Harry explained some things that we need to think about as we move forward including: how much parking do we need; storm water drainage as there is no city storm sewer; sidewalks; green space and how much outdoor seating/landscaping we want; entry access; do we want to do a survey and re-plat; should we do a soil test. He checked the ordinances concerning parking and we currently meet requirements for quantity but our current spaces just may not be in the most desirable locations. After much discussion the Board decided to have Harry bring back designs/plans that would eliminate the hill and turn the existing parking area at the bottom to an outdoor room that could feature a covered walkway to the entrance and outdoor seating areas with new parking added in the empty lot. In the long term the Board will also consider having a survey done and re-platting.

2020 Budget Committee: Our Budget Workshop with our new DLGF Field Rep, Tina Market, is set for August 15. We need to meet with members of the Board Budget Committee to review budget recommendations before we meet with the Field Rep. Committee members include: K. Kaluf, chair; M. Heinig; and N. Waling. We suggest August 1 or 2 for this meeting. N. Waling confirmed that she could meet on either date. P. Stringfellow will confirm the date with K. Kaluf and M. Heinig. Because we are not meeting with our DLGF Field Rep until after our August board meeting, we will need to have a special meeting for the full board to approve the budget for advertising. This

Special Board meeting will be Monday, August 19 at 6pm at the Rensselaer Library. We will advertise both the Budget Committee Meeting and the Special Board Meeting as required.

Library Board Secretary Vacancy: J. Melton's board term expires August 2, 2019. He is currently serving as board secretary. Board President, J. Umlauf, appointed K. Housman to serve as secretary through the end of 2019.

Director's Report: The Indiana State Library is holding the 2019 Indiana Public Library Trustee Summit on Friday, August 16. This is a full-day workshop geared towards trustees and will include sessions on communications, advocacy, Indiana law, and best practices. P. Stringfellow would be happy to attend this workshop with any interested board members. Julie Davidson has been appointed to our library board effective August 2, 2019. Her first board meeting will be Monday, August 12. P. Stringfellow will meet with her for new board member orientation on Wednesday, August 7. Our Annual Report has been evaluated and at its June 14th meeting the Indiana Library & Historical Board found our library to be in compliance with the Public Library Standards for 2018. Our User/Non User Survey is underway with a live link on our website. We will survey through July 31, 2019. Results will be used to plan for the future and will factor into our new Long Range Plan 2020-2024.

Adjournment: With no further matters for discussion J. Umlauf adjourned the meeting at 7:18 PM.

Janelle L. Harper
Janelle Harper, Secretary Pro-Tem

Janet Umlauf
Attest: J. Umlauf, President

CIRCULATION BY HOLDINGS CODE
July 2019

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	0	0	0	0
Award Winner JE (DAJE)	0	0	0	0
Award Winner JFIC (DAJFIC)	42	7	4	53
Award Winner JNF (DAJNF)	0	0	0	0
Award Winner JPFIC (DAJBPF)	0	0	0	0
Award Winning fiction (DAWFIC)	0	0	0	0
Award Winning non-fiction (DAWN	0	0	0	0
Award Winner YAFIC (DAYAF)	0	0	0	0
Award Winner YAPFIC (DAYPBF)	0	0	0	0
Biography (DBIO)	17	12	2	31
Blu-Ray (DBR)	252	6	3	261
Books on CD (DBKCD)	77	2	6	85
Books on Tape (DBKT)	0	0	0	0
Compact Disc (DCD)	57	3	0	60
Digital Audiobooks (DDA)	63	0	1	64
DVD (DDVD)	1681	66	65	1812
Equipment (DEQP)	12	0	0	12
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	0	0	0	0
Fiction (DFIC)	624	35	18	677
Fiction Fantasy (DFICF)	9	1	4	14
Fiction Inspirational (DFICI)	6	0	0	6
Fiction Mystery (DFICM)	120	3	5	128
Fiction New (DFICNEW)	527	20	27	574
Fiction Science Fiction (DFICSF)	11	0	0	11
Fiction Western (DFICW)	6	1	0	7
Genealogy (DGENE)	0	0	0	0
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	214	0	2	216
Hanging Bags (DHANG)	9	0	0	9
Hotspots (DWIFI)	5	36	4	45
ILL (DILL)	15	0	0	15
Internet (DINTER)	491	0	0	491
Juv. Audio book (DJAUDB)	54	0	3	57
Juv. Biography (DJBIO)	26	2	1	29
Juv. Book on CD (DJBKCD	0	0	0	0
Juv. Book on Tape (DJBKT)	0	0	0	0
Juv. Compact Disc (DJCD)	21	0	0	21
Juv. Digital Device (DJDDP)	28	0	0	28
Juvenile Easy (DJE)	845	18	27	890
Juv. Easy Non-fiction (DJENF)	80	1	5	86
Juv. Easy Reader (DJER)	591	0	6	597
Juv. Easy Reader NF (DJERN)	3	1	1	5
Juv. Fiction (DJFIC)	752	7	15	774
Juv. Graphic Novel (DJGN)	27	0	1	28
Juv. Holiday books (DJHOL)	32	0	0	32
Juv. Magazine (DJMAG)	43	0	0	43
Juv. Music Cassette (DJMC)	0	0	0	0
Juv. Nonfiction (DJNF)	348	19	13	380

Juv. Nonfic Text Bk (DJNFTB)	0	0	0	0
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	0	0	0
Juv. Reference (DJREF)	1	0	0	1
Juv. Toddler (DJTOD)	194	0	3	197
Large Print Fiction (DLPF)	102	13	15	130
Large Print Inspirational (DLPI)	0	0	0	0
Large Print Mystery (DLPM)	0	0	0	0
Large Print New (DLPN)	104	11	1	116
Large Print Nonfic (DLPNF)	6	0	0	6
Large Print Western (DLPW)	0	0	0	0
Magazine (DMAG)	439	1	0	440
Music Cassette (DMCAS)	0	0	0	0
Nonfiction 000 (DNF000)	1	0	2	3
Nonfiction 100 (DNF100)	13	3	0	16
Nonfiction 200 (DNF200)	15	1	1	17
Nonfiction 300 (DNF300)	27	7	2	36
Nonfiction 400 (DNF400)	6	0	0	6
Nonfiction 500 (DNF500)	9	3	3	15
Nonfiction 600 (DNF600)	99	7	8	114
Nonfiction 700 (DNF700)	34	4	3	41
Nonfiction 800 (DNF800)	13	0	0	13
Nonfiction 900 (DNF900)	44	6	1	51
Nonfiction Blu-Ray (DNFBR)	3	0	0	3
Nonfiction DVD (DNFDVD)	43	3	2	48
Nonfiction (DNFIC)	7	1	0	8
Nonfiction New (DNFNEW)	126	12	12	150
Nonfiction VHS (DNFVHS)	0	0	0	0
Oversize (DOVER)	1	0	0	1
Professional Coll. (DPROF)	0	0	0	0
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	0	0	0	0
Playaway View (DVIEW)	0	0	0	0
Reference (DREF)	0	0	0	0
Ref. Magazine (DRMAG)	0	0	0	0
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	2	0	0	2
Software (DSWAR)	1	0	0	1
SRCS (SRCS) DeMotte	0	0	0	0
SRCS (From other libraries ILL-SR	0	105	2	107
SRCS (SRCSW) Wheatfield	0	0	0	0
STEAM Kits (DSTEAM)	7	0	0	7
Vertical File (DVF)	0	0	0	0
VHS (DVHS)	0	0	0	0
YA Audio book (DYAUDB)	7	0	0	7
YA Biography (DYAB)	2	1	0	3
YA Books on CD (DYABKCD)	0	0	0	0
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	150	33	1	184
YA Music CD (DYACD)	0	0	0	0
YA Nonfiction (DYANF)	9	0	3	12
YA Paperback Fic (DYAPBF)	0	0	0	0
Storage (DZSTO)	2	0	1	3
Award Winner JBIO (RAJBIO)	0	0	0	0

Award Winner JE (RAJE)	0	0	0	0
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	4	19	0	23
Blu-Ray (RBR)	13	351	11	375
Books on CD (RBKCD)	7	65	1	73
Books on Tape (RBKT)	0	0	0	0
Compact Disc (RCD)	15	102	4	121
Digital Audiobooks (RDA)	3	10	1	14
DVD (RDVD)	75	2235	67	2377
Equipment (REQP)	0	24	4	28
See librarian (RERR)	0	0	0	0
Express Book (REXP)	0	0	0	0
Fiction (RFIC)	43	550	20	613
Fiction Inspirational (RFICI)	0	0	0	0
Fiction New (RFICNEW)	25	295	10	330
Genealogy (RGENE)	0	0	0	0
Genealogy Mag (RGMAG)	0	2	0	2
Gen. Milroy Coll (RGMIL)	0	0	0	0
Graphic Novels (RGN)	3	106	2	111
Hanging Bag (RHANG)	0	15	1	16
Hotspots (RWIFI)	7	34	8	49
ILL (RILL)	0	17	0	17
Internet (RINTER)	0	763	0	763
Juv. Audio book (RJAUDB)	3	15	2	20
Juv. Biography (RJBIO)	4	3	4	11
Juv. Book on CD (RJBKCD)	0	0	0	0
Juv. Book on Tape (RJBKT)	0	0	0	0
Juv. Compact Disc (RJCD)	0	36	0	36
Juv. Digital Device (RJDDP)	5	17	0	22
Juvenile Easy (RJE)	13	347	11	371
Juv. Easy Non-fiction (RJENF)	0	40	5	45
Juv. Easy Reader (RJER)	1	254	8	263
Juv. Easy Reader NF (RJERN)	0	8	0	8
Juv. Fiction (RJFIC)	34	380	7	421
Juv. Graphic Novel (RJGN)	2	6	2	10
Juv. Magazine (RJMAG)	0	10	0	10
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	7	135	12	154
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	0	2	0	2
Juv. Reference (RJREF)	0	0	0	0
Juv. Toddler (RJTOD)	0	123	0	123
Large Print Fiction (RLPF)	6	166	5	177
Large Print Inspirational	0	0	0	0
Large Print Mystery (RLPM)	0	0	0	0
Large Print New (RLPN)	3	107	1	111
Large Print Nonfic (RLPNF)	0	9	0	9
Large Print Western (RLPW)	0	0	0	0
Magazine (RMAG)	3	217	0	220
Music Cassette (RMCAS)	0	0	0	0
Non-Fiction 000 (RNF000)	0	8	1	9
Non-Fiction 100 (RNF100)	1	20	0	21
Non-Fiction 200 (RNF200)	7	13	0	20
Non-Fiction 300 (RNF300)	5	32	2	39
Non-Fiction 400 (RNF400)	0	0	0	0

Non-Fiction 500 (RNF500)	2	26	0	28
Non-Fiction 600 (RNF600)	29	118	10	157
Non-Fiction 700 (RNF700)	1	33	1	35
Non-Fiction 800 (RNF800)	3	4	0	7
Non-Fiction 900 (RNF900)	8	30	1	39
Nonfiction Blu-Ray (RNFBR)	0	15	0	15
Nonfiction DVD (RNFDVD)	5	131	1	137
Nonfiction (RNFIC)	0	0	0	0
Nonfiction New (RNFNEW)	30	128	16	174
Nonfiction VHS (RNFVHS)	0	0	0	0
Oversize (ROVER)	0	1	0	1
Playaway View (RVIEW)	6	7	0	13
Professional Coll. (RPRO)	1	3	0	4
Reference (REF)	0	0	0	0
Reference Business (RREFB)	0	0	0	0
Ref. Magazine (RRMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	0	7	0	7
Software (RSWAR)	0	2	0	2
SRCS (SRCS) DeMotte	105	7	4	116
SRCS (From other libraries ILL-SR	0	0	0	0
SRCS (SRCSW) Wheatfield	2	0	53	55
STEAM Kits (RSTEAM)	0	0	0	0
Vertical File (RVF)	0	0	0	0
VHS (RVHS)	0	0	0	0
YA Audio book (RYAUDB)	0	6	0	6
YA Biography (RYAB)	0	0	0	0
YA Books on CD (RYABKCD)	0	0	0	0
YA Books on Tape (RYABKT)	0	0	0	0
YA Fiction (RYAF)	11	82	1	94
YA Music CD (RYACD)	3	19	0	22
YA Nonfiction (RYANF)	1	0	0	1
YA Paperback Fic (RYAPBF)	0	0	0	0
Storage (RZSTO)	0	2	0	2

Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	1	4	17	22
Blu-Ray (WBR)	11	10	350	371
Books on CD (WBKCD)	12	4	155	171
Books on Tape (WBKT)	0	0	0	0
Compact Disc (WCD)	16	1	44	61
Digital Audiobooks (WDA)	0	0	19	19
DVD (WDVD)	78	38	1638	1754
Equipment (WEQP)	0	0	1	1
See librarian (WERR)	0	0	0	0
Express Book (WEXP)	0	0	0	0
Fiction (WFIC)	27	15	263	305
Fiction Fantasy (WFICF)	0	1	4	5
Fiction Inspirational (WFICI)	5	6	68	79
Fiction Mystery (WFICM)	3	1	47	51
Fiction New (WFICNEW)	29	15	149	193
Fiction Science Fiction (WFICSF)	0	0	4	4
Fiction Western (WFICW)	0	0	5	5
Genealogy (WGENE)	0	0	0	0

Genealogy Mag (WGMAG)	0	0	0	0
Graphic Novels (WGN)	3	0	122	125
Hanging Bags (WHANG)	0	0	9	9
Hotspots (WWIFI)	3	35	8	46
ILL (WILL)	3	1	22	26
Internet (WINTER)	0	0	221	221
Juv. Audio book (WJAUDB)	3	1	29	33
Juv. Biography (WJBIO)	1	4	9	14
Juv. Book on CD (WJBKCD)	0	0	0	0
Juv. Book on Tape (WJBKT)	0	0	0	0
Juv. Compact Disc (WJCD)	1	2	9	12
Juv. Digital Device (WJDDP)	2	0	4	6
Juvenile Easy (WJE)	14	6	387	407
Juv. Easy Non-fiction (WJENF)	4	0	32	36
Juv. Easy Reader (WJER)	7	2	360	369
Juv. Easy Reader NF (WJERN)	0	0	2	2
Juv. Fiction (WJFIC)	48	12	356	416
Juv. Graphic Novel (WJGN)	2	0	12	14
Juv. Magazine (WJMAG)	0	0	28	28
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	7	9	131	147
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	0	0
Juv. Toddler (WJTOD)	1	0	154	155
Large Print Fiction (WLPF)	4	10	73	87
Large Print Inspirational (WLPI)	2	1	1	4
Large Print Mystery (WLPM)	0	1	6	7
Large Print New (WLPN)	8	7	106	121
Large Print Nonfic (WLPNF)	5	1	19	25
Large Print Western (WLPW)	0	0	2	2
Magazine (WMAG)	3	0	104	107
Non-Fiction 000 (WNF000)	0	0	3	3
Non-Fiction 100 (WNF100)	0	3	1	4
Non-Fiction 200 (WNF200)	2	0	5	7
Non-Fiction 300 (WNF300)	1	1	5	7
Non-Fiction 400 (WNF400)	0	0		0
Non-Fiction 500 (WNF500)	0	1	12	13
Non-Fiction 600 (WNF600)	6	0	42	48
Non-Fiction 700 (WNF700)	4	2	12	18
Non-Fiction 800 (WNF800)	1	0	2	3
Non-Fiction 900 (WNF900)	9	6	17	32
Nonfiction Blu-Ray (WNFBR)	0	0	1	1
Nonfiction DVD (WNFDVD)	3	6	98	107
Nonfiction (WNFIC)	0	0	0	0
Nonfiction New (WNFNEW)	12	3	67	82
Nonfiction VHS (WNFVHS)	0	0	0	0
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0
Playaway View (WVIEW)	2	0	9	11
Reference (WREF)	0	0	0	0
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	0	0	0	0

Software (WSWAR)	0	0	0	0
SRCS (SRCS) DeMotte	0	0	0	0
SRCS (From other libraries ILL-SR	0	0	0	0
SRCS (SRCSW) Wheatfield	0	0	0	0
STEAM Kits (WSTEAM)	0	0	0	0
Vertical file (WVF)	0	0	0	0
VHS (WVHS)	0	0	0	0
YA Biography (WYAB)	0	0	0	0
YA Books on CD (WYABKCD)	0	0	14	14
YA Books on Tape (WYABKT)	0	0	0	0
YA Fiction (WYAF)	20	26	113	159
YA Music CD (WYACD)	0	0	0	0
YA Nonfiction (WYANF)	0	0	4	4
YA Paperback Fic (WYAPBF)	0	0	0	0
Storage (WZSTO)	0	0	0	0
TOTAL	9414	7843	5924	23181

CIRCULATION BY HOLDINGS CODE
July 2019

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	0	0	0
Award Winner JE (AJE)	0	0	0	0
Award Winner JFIC (AJFIC)	42	7	4	53
Award Winner JNF (AJNF)	0	0	0	0
Award Winner JPFIC (AJPF)	0	0	0	0
Award Winning fiction (AWFIC)	0	0	0	0
Award Winning non-fiction (AWNF	0	0	0	0
Award Winner YAFIC (AYAF)	0	0	0	0
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	22	35	19	76
Blu-Ray (BR)	279	382	365	1026
Books on CD (BKCD)	96	71	162	329
Books on Tape (BKT)	0	0	0	0
Compact Disc (CD)	88	106	48	242
Digital Audiobooks (DA)	66	10	21	97
DVD (DVD)	1834	2339	1770	5943
Equipment (EQP)	12	24	5	41
See librarian (ERR)	0	0	0	0
Express Book (EXP)	0	0	0	0
Fiction (FIC)	694	600	301	1595
Fiction Fantasy (FICF)	9	2	8	19
Fiction Inspirational (FICI)	11	6	68	85
Fiction Mystery (FICM)	123	4	52	179
Fiction New (FICNEW)	581	330	186	1097
Fiction Science Fiction (FICSF)	11	0	4	15
Fiction Western (FICW)	6	1	5	12
Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	2	0	2
Gen. Milroy Coll (GMIL)	0	0	0	0
Graphic Novels (GN)	220	106	126	452
Hanging Bags (HANG)	9	15	10	34
Hotspots (WIFI)	15	105	20	140

ILL (ILL)	18	18	22	58
Internet (INTR)	491	763	221	1475
Juv. Audio book (JAUDB)	60	16	34	110
Juv. Biography (JBIO)	31	9	14	54
Juv. Book on CD (JBCD)	0	0	0	0
Juv. Book on Tape (JBKT)	0	0	0	0
Juv. Compact Disc (JCD)	22	38	9	69
Juv. Digital Device (JDDP)	35	17	4	56
Juvenile Easy (JE)	872	371	425	1668
Juv. Easy Non-Fiction (JENF)	84	**41**	42	167
Juv. Easy Reader (JER)	599	256	374	1229
Juv. Easy Reader NF (JERN)	3	9	3	15
Juv. Fiction (JFIC)	834	399	378	1611
Juv. Graphic Novel (JGN)	31	6	15	52
Juv. Holiday (JHOL)	32	0	0	32
Juv. Magazine (JMAG)	43	10	28	81
Juv. Music Cassette (JMC)	0	0	0	0
Juv. Nonfiction (JNF)	362	163	156	681
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback Fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	2	0	2
Juv. Reference (JREF)	1	0	0	1
Juv. Toddler (JTOD)	195	123	157	475
Large Print Fiction (LPF)	112	189	93	394
Large Print Inspirational (LPI)	2	1	1	4
Large Print Mystery (LPM)	0	1	6	7
Large Print New (LPN)	115	125	108	348
Large Print Nonfic (LPNF)	11	10	19	40
Large Print Western (LPW)	0	0	2	2
Magazine (MAG)	445	218	104	767
Music Cassette (MCAS)	0	0	0	0
Non-Fiction 000 (NF000)	1	8	6	15
Non-Fiction 100 (NF100)	14	26	1	41
Non-Fiction 200 (NF200)	24	14	6	44
Non-Fiction 300 (NF300)	33	40	9	82
Non-Fiction 400 (NF400)	6	0	0	6
Non-Fiction 500 (NF500)	11	30	15	56
Non-Fiction 600 (NF600)	134	125	60	319
Non-Fiction 700 (NF700)	39	39	16	94
Non-Fiction 800 (NF800)	17	4	2	23
Non-Fiction 900 (NF900)	61	42	19	122
Non-Fiction Blu-Ray (NFBR)	3	15	1	19
Non-Fiction DVD (NFDVD)	51	140	101	292
Nonfiction (NFIC)	7	1	0	8
Nonfiction New (NFNEW)	168	143	95	406
Nonfiction VHS (NFVH)	0	0	0	0
Oversize (OVER)	1	1	0	2
Professional Coll. (PROF)	1	3	0	4
Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	0	0	0	0
Playaway View (VIEW)	8	7	9	24
Reference (REF)	18	14	29	61
Reference Business (REFB)	0	0	0	0
Ref. Magazine (RMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0

Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	2	7	0	9
Software (SWAR)	1	2	0	3
SRCS (SRCS) DeMotte	105	7	4	116
SRCS (From other libraries III-SRC	0	105	2	107
SRCS (SRCSW) Wheatfield	2	0	53	55
STEAM Kits (STEAM)	7	0	0	7
Vertical File (VF)	0	0	0	0
VHS	0	0	0	0
YA Audio book (YAUDB)	7	6	14	27
YA Biography (YAB)	2	1	0	3
YA Books on CD (YABKCD)	0	0	14	14
YA Books on Tape (YABKT)	0	0	0	0
YA Fiction (YAF)	181	141	115	437
YA Music CD (YACD)	3	19	0	22
YA Nonfiction (YANF)	10	0	7	17
YA Paperback Fic (YAPBF)	0	0	0	0
Storage (ZSTO)	2	2	1	5
				0
Free reads	238	218	84	540
Games/Puzzles	91	112	0	203
Talking books	0		0	0
Assignment Shelf Books	0	0	0	0
TOTAL	9764	8202	6052	24018

	DeMotte	**Rensselaer**	**Wheatfield**	
ADULT BOOKS				
Fiction	1904	1479	919	4302
Nonfiction	588	560	318	1466
CHILDREN'S BOOKS				
Fiction	2576	1171	1356	5103
Nonfiction	510	215	212	937
YA BOOKS				
Fiction	401	247	241	889
Nonfiction	12	1	7	20
Juv. Digital Devices Pre-loaded	35	17	4	56
Magazines, Adult	445	220	104	769
Magazines, Children	43	10	28	81
Sound Recordings, adult	257	193	259	709
Sound Recordings, ch	94	88	53	235
Online databases	0	0	0	0
Software	1	2	0	3
SRCS	107	112	59	278
STEAM Kits	7	0	0	7
Vertical file	0	0	0	0
VHS/DVD/Blu-Ray	2175	2883	2246	7304
Equipment	27	129	25	181
Total	9182	7327	5831	22340
A-V Circulation	2527	3166	2558	8251
A-V Circulation as % of total	27.5%	43.2%	43.9%	36.9%

CIRCULATION STATISTICS
July 2019

	DEMOTTE			RENSSELAER			WHEATFIELD			SYSTEM
	Added Vols.	Withdrew Vols.	**Circu-lation**	Added Vols.	Withdrew Vols.	**Circu-lation**	Added Vols.	Withdrew Vols.	**Circu-lation**	**Total Circ.**
ADULT BOOKS										
Fiction	99	6	**1,904**	91	255	**1,479**	90	0	**919**	**4,302**
Nonfiction	38	1	**588**	61	17	**560**	32	2	**318**	**1,466**
CHILDREN'S BKS										
Fiction	58	93	**2,576**	100	9	**1,171**	57	10	**1,356**	**5,103**
Nonfiction	11	0	**510**	27	0	**215**	9	1	**212**	**937**
YA BOOKS										
Fiction	11	0	**401**	5	0	**247**	25	6	**241**	**889**
Nonfiction	4	0	**12**	11	0	**1**	1	0	**7**	**20**
J Digital Devices	5	0	**35**	2	1	**17**	0	0	**4**	**56**
Magazines,Adult	0	0	**445**	0	0	**220**	0	0	**104**	**769**
Magazines, Child	0	0	**43**	0	0	**10**	0	0	**28**	**81**
Games, Toys	0	0	**0**	0	0	**0**	0	0	**0**	**0**
Sound Rec/Adult	21	83	**257**	19	1	**193**	26	0	**259**	**709**
Sound Rec/Child	3	42	**94**	9	0	**88**	2	0	**53**	**235**
Online Databases	0	0	**0**	0	0	**0**	0	0	**0**	**0**
Software	0	0	**1**	0	0	**2**	0	0	**0**	**3**
SRCS	0	0	**107**	0	0	**112**	0	0	**59**	**278**
STEAM Kits	3	0	**7**	3	0	**0**	3	0	**0**	**7**
Vertical Files	0	0	**0**	0	0	**0**	0	0	**0**	**0**
DVD/BluRay	42	4	**2,175**	104	26	**2,883**	48	4	**2,246**	**7,304**
Equipment	0	0	**27**	0	0	**129**	0	0	**25**	**181**
TOTAL	295	229	**9,182**	432	309	**7,327**	293	23	**5,831**	**22,340**

END OF MONTH:	**DEMOTTE**	**RENSSELAER**	**WHEATFIELD**
Total Materials Owned	84,889	77,495	61,752
Circulation Increase/Decrease	**6.9%**	**-11.4%**	**-11.5%**

MONTHLY SYSTEM STATISTICS	2018	2019	% change
Current month's Circulation	23,451	22,340	-4.7%
Jan. to date circulation	153,583	145,648	-5.2%

R3

DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION		
Start of Month Volumes	**End of Month** Volumes	**Start of Month** Volumes	**End of Month** Volumes	**Start of Month** Volumes	**End of Month** Volumes	
						ADULT BOOKS
23,431	23,524	15,825	15,661	17,213	17,303	**Fiction**
19,755	19,792	19,378	19,422	8,155	8,185	**Nonfiction**
						CHILDREN'S BKS
16,501	16,466	14,588	14,679	13,353	13,400	**Fiction**
9,390	9,401	6,539	6,566	6,978	6,986	**Nonfiction**
						YA BOOKS
2,643	2,654	3,495	3,500	3,391	3,410	**Fiction**
611	615	395	406	141	142	**Nonfiction**
				0	0	**J Digital Devices**
				2	2	**Magazines,Adult**
				0	0	**Magazines, Child**
0	0	0	0	0	0	**Games, Toys**
4,135	4,073	578	596	4,682	4,708	**Sound Rec/Adult**
757	718	4,505	4,514	921	923	**Sound Rec/Child**
20	20	646	646	16	16	**Online Databases**
64	64	17	17	-21	-21	**Software**
0	0	0	0	0	0	**SRCS**
1	4	3	6	3	6	**STEAM Kits**
105	105	-1	-1	43	43	**Vertical Files**
7,297	7,335	11,263	11,341	6,548	6,592	**VHS/DVD/Blu-ray**
118	118	142	142	57	57	**Equipment**
84,828	84,889	77,373	77,495	61,482	61,752	**TOTAL**

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT R5
July 2019

	DeMotte	Hrs.	Rensselaer	Hrs.	Wheatfield	Hrs.	TOTAL	HOURS SPENT
INTRALIBRARY LOANS FILLED	360	78	368	80	342	74	1070	232
LOCAL HISTORY								
In person	5	1	11	3	0	0	16	5
Letters written	0	0	14	14	0	0	14	14
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use-Wired	491	20	763	32	221	9	1475	61
Internet use-Wireless	1581		2232		837		4650	
VCR Use	0	0	0	0	0	0	0	0
Microforms	3	0	38	5	0	0	41	5
Public FAX24	59		42		52		153	
Typewriter use	0	0	0	0	0	0	0	0
Other equipment used	8	3	22	7	5	2	35	12
OTHER LIBRARY SERVICES USED								
One-on-One Instruction	39		7		3		49	
Outreach activities	43	43	1	1	0	0	44	29
Notarized documents	0	0	0	0	0	0	0	0
Meeting Room Use (no. of grou	36	12	40	13	31	10	107	36
Study room use	59	5	79	7	20	2	158	13
Proctoring	0	0	0	0	0	0	0	0
Tax Forms distributed	0	0	0	0	0	0	0	0
Pull Requests	0	0	0	0	0	0	0	0
E-books downloaded							2373	
IN-HOUSE USE ITEMS	1726		607		124		2457	
SELF-CHECKOUT USE	149		349		91		589	
INTERLIBRARY LOANS								
Requests made for:							63	16
Items rec'd for:							61	31
Items requested by other librari								
Items supplied to other libraries							66	33

REGISTRATIONS

	DeMotte	Rensselaer	Wheatfield	TOTAL
Total Borrowers	7344	11064	4575	22983
Non-resident, paying	0	0	0	0
PLAC card users	0	0	0	0
Reciprocal borrowers	271	451	124	846
Number of New Patrons Added	40	37	96	

PROGRAMS

	DeMotte	Hrs.	Rensselaer	Hrs.	Wheatfield	Hrs.	TOTAL	HOURS SPENT
Programs for all ages	0	0	1	6	1	6	2	12

Children's Programs (0-13)	5	30	8	48	9	54	22	132
Number attending	197		184		229		610	
YA Programs (14-17)	4	24	3	18	3	18	10	60
Number attending	71		35		58		164	
Adult Programs	8	48	5	30	0	0	13	78
Number attending	103		94		24		221	
Senior Citizen Programs	6	36	1	6	3	18	10	60
Number attending	40		20		25		85	
Total Number of Programs	**23**	138	**18**	108	**16**	96	**57**	342
Total Persons Attending	**411**		**333**		**336**		**1080**	
Total Attending Same Month Last Yr.	511		355		302		1168	
Total Staff Hours Spent		301		270		193	763	828
Total Number of In-House Progra	**17**		**18**		**15**		**50**	
Total Attendance	**391**		**333**		**329**		**1053**	
Total Number of Outreach Progra	**6**		**0**		**1**		**7**	
Total Attendance	**20**		**0**		**7**		**27**	

CIRCULATION BY PATRON CODE

PATRONS	**DeMotte**		**Rensselaer**		**Wheatfield**		**ALL LIBRARIES**	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	4258	46.0%	4198	56.7%	3988	68.9%	12444	55.4%
Corporate	11	0.1%	0	0.0%	0	0.0%	11	0.0%
Juvenile 0-11	171	1.8%	113	1.5%	46	0.8%	330	1.5%
Juvenile-AV	1377	14.9%	622	8.4%	912	15.8%	2911	13.0%
Nonresident No Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Nonresident Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
PLAC (state library card)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Adult	142	1.5%	358	4.8%	148	2.6%	648	2.9%
Reciprocal Juvenile	0	0.0%	9	0.1%	0	0.0%	9	0.0%
Reciprocal Juvenile AV	8	0.1%	104	1.4%	0	0.0%	112	0.5%
Reciprocal YA	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal YA AV	0	0.0%	0	0.0%	5	0.1%	5	0.0%
School	0	0.0%	0	0.0%	0	0.0%	0	0.0%
School AV	0	0.0%	10	0.1%	0	0.0%	10	0.0%
St. Joseph College	0	0.0%	0	0.0%	0	0.0%	0	0.0%
SRCS	0	0.0%	69	0.9%	0	0.0%	69	0.3%
Staff	2846	30.8%	1652	22.3%	515	8.9%	5013	22.3%
Walking books	60	0.6%	88	1.2%	46	0.8%	194	0.9%
YA 12-17	19	0.2%	5	0.1%	1	0.0%	25	3.0%
YA-AV	360	3.9%	182	2.5%	126	2.2%	668	3.0%
Total	9252		7410		5787		22449	
All items borrowed by nonresidents	150	1.6%	481	6.5%	153	2.6%	784	3.5%

Salary Ordinance 2019
Updated 8/12/19

Name	Classification	Hrly Wage	Start Date	Hrs Worked	Library
Beth Hopkins	Clerk	$10.12	7/17/19	12	R
Staci Pack	Page	$7.25	8/5/19	10	R
Cynthia Alexander L. Pfau	Page	$7.25	8/19/19	10	D
Marlene Beedle	Clerk	$18.87	9/16/19	19	D

We have promoted Beth Hopkins to Rensselaer Clerk, replacing Isabella Peshewa who no longer works for the library. We have hired Staci Pack as Rensselaer Page, replacing Beth Hopkins who was promoted. We have hired Cynthia Pfau as DeMotte Page, replacing Zachary Thomas who no longer works for the library. We have moved Marlene Beedle to a Clerk position at DeMotte Library. She is a twenty-seven year employee who applied for an open Clerk position vacated by Hannah Orsag who no longer works for the library. Marlene has resigned her Library Specialist position which will soon be posted in-house.

We have examined and approved the changes to the 2019 Jasper County Public Library Salary Ordinance. Dated 8/12/19.

Janet Umlauf

Kristi Hanson

Julie Davidson

Natalie A. Ulaling

R10

Circulation Policy

Library Cards

No library materials may be borrowed from the JCPL libraries unless the person has a library card in good standing. Patrons will be blocked from borrowing materials when overdue fines have accumulated to over $5.00 or when a borrowed item becomes 8 weeks overdue or when library card has expired.

Persons who reside or pay property taxes on property in the JCPL library district, which includes all of Jasper County except for Carpenter Township/Remington, and library employees are eligible for free Jasper County Public Library cards.

Non-resident students attending and non-resident teachers teaching at a public or private school in the library district are eligible for free one-year JCPL cards with full borrowing privileges.

Persons living outside the JCPL district may apply for a free JCPL card with full borrowing privileges as a Reciprocal Borrower upon showing a valid resident library card in good standing from a library which participates in the Reciprocal Borrowing Program or upon showing a valid PLAC card. Reciprocal cards must be renewed annually. Only residents of Jasper County, excluding Carpenter Township and persons owning property in Jasper County, are eligible to borrow materials through INShare. Reciprocal borrowers and PLAC card holders may request INShare items at their home library.

An annual fee is assessed for other out-of-county residents who do not pay property taxes or attend school in Jasper County, but wish to have full library privileges. This fee is the same for children, adults, and Senior Citizens.

The signature of a parent (biological, foster, step) or legal guardian is required before a borrower's card can be issued to an applicant under the age of 18. Because this signature indicates a willingness to be responsible for a child's borrowed materials, a card will not be issued to a child if the parent or legal guardian's borrowing privileges have been blocked. Parents or legal guardians are not required to have their own card.

A corporation existing within the JCPL district may obtain a card with full borrowing privileges for its employees and/or residents. The corporation then becomes responsible for materials borrowed on its card. Application must be completed and signed by the head of the corporation or the person authorized to take responsibility for charges incurred if materials are not returned or are overdue.

Library cards do have expiration dates. Patrons in Collections are not allowed to renew or purchase a card until their account has a zero balance.

Library Hours

DeMotte: Mon, Tues, Th: 9 AM - 8 PM
Wed: 9 AM - 6 PM
Fri, Sat: 9 AM - 5 PM

Rensselaer: Mon-Th: 9 AM - 8 PM
Fri, Sat: 9 AM - 5 PM

Wheatfield: Mon, Wed, Th.: 9:30 AM - 5:30 PM
Tues: 9:30 AM - 8 PM
Fri, Sat: 9 AM - 5 PM

Loan Periods

Circulating computer software:	3 weeks, ~~with one renewal~~
Blu-ray/DVD's, nonfiction	3 weeks, ~~with one renewal~~
Blu-ray/DVD's, entertainment:	1 week, ~~with one renewal~~
Hotspot	1 week, with no renewal
Newspapers	2 days
All other materials:	3 weeks
Equipment for loan:	1 day (longer by special arrangement)
Computer software:	in house use only
VCR/DVD player:	in house use only
E-devices	in house use only

All materials may be renewed for ~~one~~ five additional loan periods except for Hotspots. All circulating materials may be held for patrons ~~except for Hotspots~~. If an item is on hold for another patron or on short term loan for a period of time, it may not be renewed.

For school purposes books may be borrowed for an extended loan period of 6 weeks (with ~~one~~ five three–week renewals).

Loan Limits

Blu-ray/DVDS:	5 entertainment Blu-rays, 5 nonfiction Blu-rays, 5 entertainment DVDs, and 5 nonfiction DVD's per adult card. Persons 17 and under may borrow Blu-ray/DVD's with signed parental permission form.
Circulating computer software:	no limit per borrower's card.
Short term loan materials:	On some occasions, materials are put on short term loan so that all students in a class have access to the resources.
CD's:	20 adult cds, 20 YA cds, and 20 jcds per borrower's card (multiple CD sets count as one item)
Hotspots:	1 per card
All other materials:	Unlimited loan

Fines and Fees

May only be paid in US currency. Fines do not accrue on days the library is closed. Fines will never exceed the original cost of the overdue item. No refunds will be issued except in the case of library error.

Overdue materials:	Adult/YA Items:	$.10 per day per item
	Juvenile items	$.05 per day per item
	Blu-ray/DVDs:	$1.00 per day per item
	Hotspot	$5.00 per day per item
	Interlibrary Loan Items	$.10 per day per item (InShare/SRCS)
	Vertical file:	$.10 per vertical file heading per day (up to $1.00 per heading)
Overdue materials referred to collection agency:		$10.00 per borrower plus overdue fines/fees

The lending library determines the fees that patrons will pay for lost ILL items or ILL items returned damaged.

Equipment Loans: $2.00 per day; $10.00 deposit
(exception-LCD projector $10/day with $100 deposit) refunded when material is returned undamaged
Lost Book Original retail cost of item plus $5.00 processing fee
Transparent Language Original retail cost of item plus $10.00 processing fee
Lost case- Blu-ray/DVD,CD, Playaway, or computer software: $2.50 per case (this includes processing fee)
Lost case – Hotspot/Audio book/Playaway View: $6 per case (this includes processing fee)
Lost audiobook/Playaway/Playaway Views: Original retail cost of item plus $10 processing fee
Lost or damaged pamphlets: $1.00 per item plus $1.00 processing fee
Lost or damaged computer software: Original retail cost of item plus $10.00 processing fee
Lost or damaged computer software user's guide,notebook: $5.00 for first item, $10 for more than 1 item
Lost or damaged magazine: $5.00 plus $3.00 processing fee
Other lost or damaged materials: Original retail cost of item plus $5.00 processing fee.
Lost or damaged hanging bag: $5.00 per item (this includes processing fee)
Lost or damaged bar code $.10
Lost or damaged Playaway Battery Cover: $1.50 (this includes processing fee)
Lost or damaged Playaway View Charging Cord: $15 (there is no processing fee)
Lost or damaged Hotspot: Original retail cost of item plus $10 processing fee
Lost or damaged Hotspot wall charger: $15 (there is no processing fee)
Lost or damaged Hotspot cable: $10 (there is no processing fee)

Definition of Damaged Materials: Any material damaged while checked out to a patron where the damage is extensive enough to warrant removal from the collection and/or the material is deemed beyond repair. Examples of such damage include, but are not limited to, the following types of damage:

- Water, heat, smoke, fire, and/or mold damage
- Chewed, broken, torn, or otherwise damaged covers, pages, cases, discs, etc.
- Excessive writing, highlighting, or marking on library materials
- Malicious disfigurement of the physical item
- Malodorous items (pervasive, strong odors)

In cases where the original cost of an item cannot be determined, the patron will be charged the processing fee plus an item cost according to the following schedule:

$20.00	all hardback books, Blu-ray/DVDs, CDs
$8.00	all paperbacks
$1.00	all vertical file items, newspapers
$25.00	computer software
$40.00	audiobooks
$50.00	Playaways
$100.00	Playaway Views

Lost or damaged borrower's card:	$2.00
Photocopy Fees:	5 cents per side (black/white) 20 cents per side (color)
Transparencies:	40 cents each

Printing Fees: 5 cents per side (black/white) or 20 cents per side (color); printing from OPAC is free

Items Available For Patron Purchase (selling price will be indicated on the item and applicable taxes apply):

Flash Drives
Earbuds

Credit Balances: Patrons may **not** carry a credit balance on their account.

Other Circulation Services

Walking books program: Library staff or volunteers will bring books and other library materials to homebound individuals, those who are unable to visit the library. See Walking Books Policy.

Intralibrary loan: JCPL staff will attempt to obtain needed resources for patrons from other libraries within the JCPL system.

Interlibrary loan: JCPL staff will attempt to obtain needed resources for patrons from other libraries across the country when necessary. See Interlibrary Loan Policy.

Talking books program: A collection of talking books and the equipment with which to use them is available for patrons through the Indiana State Library.

7/96; revised 11/18

COMMITMENT TO JOIN INDIANA STATE LIBRARY CONSORTIUM FOR PUBLIC LIBRARY INTERNET ACCESS for FUNDING YEAR JULY 1, 2020 THROUGH JUNE 30, 2021

WHEREAS, the board of the Jasper County Public Library has determined that it is beneficial to its operations to join the Indiana State Library Consortium for Public Library Internet Access; and

WHEREAS, the board recognizes that being part of the Indiana State Library Consortium for Public Library Internet Access requires following certain rules, including:

1. Filtering all computers in order to receive the e-Rate discount on vendor invoices (If the library chooses not to filter, they can be in the consortium and not receive e-rate discount, but may be eligible for reimbursement from State Technology Grant Fund.);
2. ensuring that the total cost of non e-rate services is included in at least one fund budget;
3. assuming financial responsibility for non-eRate portion that may not be covered by the State Technology Grant Fund;
4. working with AdTec in the filing of all forms, except Form 470, with the Universal Service Administrative Company Schools & Libraries Division; and

WHEREAS, the board acknowledges that by joining the Indiana State Library Consortium for Public Library Internet Access it receives certain benefits and that by opting out of the consortium, or by failing to abide by the Consortium rules, the library will lose the benefits.

NOW THEREFORE BE IT RESOLVED that the library shall be a member of the Indiana State Library Consortium for Public Library Internet Access and, as a member, the library shall abide by the rules of the Indiana State Library Consortium for Public Library Internet Access.

DULY ADOPTED by the Board of Trustees of the Jasper County Public Library at its regular meeting held on the 12th day of August, 2019, at which meeting a quorum was present.

NAY	AYE
	Julie Davidson
	Natalie A. Waling

ATTEST: Krista Housman

Secretary

Director's Report
July 2019

Consent Agenda

You will be approving the minutes of the July Board meeting, bills, and financial reports.

Salary Ordinance Update: There were updates this month. Please see R 7. **If you approve the Consent Agenda items, you will approve the updates to the Salary Ordinance as presented.**

Policies for Review: In August three policies are up for review: Art Exhibit/Display Case Use Policy; Bulletin Board Policy; and Photography, Videotaping, and Other Recording Devices Policy. No revisions are recommended to any of these policies. However, I do bring a recommendation to revise our Circulation Policy. Some libraries offer automatic renewals, which we would like to do, but our automated system does not currently offer this functionality. As we were discussing this, we were discussing the matter of our current renewal policy, 1 renewal in most cases. We would like to be more generous with our renewals and allow five renewals (except for Hotspots – no renewal). We think patrons will appreciate this. Since we allow holds to be placed on materials, items that have holds on them, won't be renewable, but if there are no holds, patrons will then be able to keep materials they are using/enjoying longer. Renewals won't be automatic. Patrons will continue to renew their own items online or will be able to call or stop by the library for staff to assist with the renewal, but they will be able to keep materials longer. We see this as an easy improvement, a positive. As per our Hotspot Policy, we do allow staff-mediated holds on Hotspots. We made this change in December 2018, so we recommend revising the Circulation Policy on this point, too, so that the two policies agree. Please see R 10. **If you approve the Consent Agenda, you will approve the revisions to the Circulation Policy as presented.**

Resolution to Continue in the Public Library Internet Consortium: In 2005 you agreed to sign a commitment to join the Public Library Internet Consortium. **This year you need to resolve to continue as a member of the Public Library Internet Consortium**. We are required to conduct this business annually. As a member of the Public Library Internet Consortium we receive the e-rate discount portion of the consortium internet cost. **If you approve the Consent Agenda, you will approve continuing as a member of the Public Library Internet Consortium.**

General Business:

Oath of Office – Julie Davidson: Julie Davidson has been appointed to our library board by the Presidents of KV and West Central School Boards, replacing

Jody Melton who has served 4 consecutive terms on the board and cannot be reappointed. Julie will take her oath of office at our August meeting.

Committee Assignments: As Julie Davidson has been appointed to our board, the Board President will consider Committee Assignments for 2019 and make any desired revisions.

User/Non User Survey Results: Our survey ended on July 31. We finished collating the data on August 7. It is my hope to present a preliminary report on survey results at our August 12 meeting. I am particularly interested in the results regarding library hours. Last fall I received an email from Wheatfield resident Barbara Deardorff who stated –*"I would like to formally request that hours at the JCPL in Wheatfield be adjusted to allow for more evening hours. I am not asking that there be a net gain in the hours that the Wheatfield library is open (although that would also be great) but rather that some days the library opens later and closes later. Currently, the Wheatfield library is only open later than 5:30 pm one day per week while the Demotte library is open later than 5:30 pm four nights per week and Rensselaer is also open later than 5:30 pm four nights per week. As many of Wheatfield's working residents have a tough time getting to the library before 5:30 pm and our area students have seen an increase in the need for internet access while battling the limits of rural broadband, I think later hours would be received positively by the community. Thank you for your consideration and I look forward to your reply."* I replied to Barb, explaining that we planned to conduct a User/Non-User Survey to assess how well we are meeting community needs at all library locations and that library hours would be included in the survey. I further explained that in addition to survey results we would also gather and analyze hourly customer usage for all locations. Thankfully we have door counters that can easily provide this data. Survey responses and customer usage data would help us understand both what is currently occurring and what is needed in regard to hours of operation at all library locations. I told her that I would retain her input provided in her email and that we would consider it our first response regarding library hours and community need. She has checked back twice for updates. She knows that the survey is complete and that we are currently reviewing feedback. We will talk more about this at our August 12 meeting. It is my plan to bring copies of survey results to the meeting so that we can review them together.

Board Member Continuing Education - Harwood/Community Engagement: Janet and I will co-facilitate a Harwood continuing education exercise with the board.

Director's Report:

Rayann and I met with the Budget Committee on August 2 to review recommendations for the 2020 budget. The Budget Committee will present their recommendations to the full board at the August 19 board meeting, and at that point the board will determine the budget they wish to advertise. At our August 12 board meeting I will give each of you a packet to review for the August 19 meeting. It will be the same information that the Budget Committee received at their meeting.

Harry Mohler is actively working on the DeMotte Parking Lot plans. At the writing of this report Harry is not scheduled to present at our August board meeting.

After July 1 of each year we do begin to purchase equipment items and work on small projects around the libraries that require outside contracting. We will be painting the stall walls in the downstairs public restrooms at DeMotte and installing a new countertop in the women's bathroom. I will bring paint color samples to our August meeting. Stalls will be painted to coordinate with the countertops.

For the second time we went to the Jasper County Fair in July, passing out library swag and engaging with children and adults alike. Just like last year, we found this to be time well spent and enjoyed meeting our community at the fair. Last year we manned our booth with members of the Management Team as it was our first attempt at scheduling for the fair, and we didn't want to strain department schedules. This year JCPL was represented all week by various library staff. As a Management Team we discussed how we wanted to promote the library at the fair. Our Marketing Committee did an excellent job of selecting 'swag', items imprinted with our library brand. We gave away prizes, asked folks to complete our User/Non User Survey, and asked our Harwood question We told our community about their great library system. Several people used our charging tower to charge their devices. Others played our game and colored book marks. Karla shares, "On July 25th, I was at the Jasper County Fair booth. I am thrilled that this experience was opened up to everyone within our system. I was very excited to be representing our library". Patty E. reported that she had a great time too. And Shannon shares, ". I worked Friday evening at the fair. It was very busy with prizes being gone within a few hours. Several teens stopped to play the games and color bookmarks". I asked Becky and Debbie to coordinate our booth schedule and set up, and they did a great job!

I was invited to present at the August 1 MCLS Board Meeting, explaining the impact the Harwood Public Innovators Lab has had on our community, how it has benefitted the Indiana Library Community at large, and the impact it has had on us being an MCLS member. I co-presented with a staff member from Hamilton East Public Library. MCLS fully funded our training. It was my pleasure to thank them in person and explain how valuable this experience has been for us and how we are using this training.

Evie and I represented JCPL at the DeMotte Back to School Fair. We interacted with more than 600 people at this exciting event. It remains one of my favorite outreach activities.

Digital Access Cards for Rensselaer Central, Kankakee Valley, DeMotte Christian and Covenant Christian schools will be delivered the week of August 12. We remain excited about these cards which provide easy access to so many wonderful resources for areas students and teachers.

In July Rayann and I participated in the following webinars – ILF's Virtual Exchange: Criminal Background Checks and DLGF's webinar on Legislation. We would like to incorporate some language in our Personnel Policy regarding background checks, and the ILF webinar added to our understanding about best practice. The DLGF webinar was valuable as we learned that the DLGF does feel that there are issues to be sorted out regarding who can pass the resolution requiring binding review as per HEA 1343. We continue to pay attention to this.

Janet, Rayann and I will attend the August 16 Indiana State Library Trustee Summit.

System Administrator News

Sheila worked on a variety of tasks in July – updated Rensselaer and DeMotte Genealogy PC scanning software; ran firewall update; worked on Exchange Archive Project; continued Chrome deployment; set up Digital Access Cards for new school year in collaboration with Becky; prepared 2020 Indiana State Library E-Rate paperwork; added KVHS 2014 yearbook to Internet Archive; created Envisionware printer setup for all possible patron print orientations and created staff instructions for use.

Technical Services News

Becky reports, "The main project this month was preparing for the Jasper County Fair. I collected all of the marketing items in my office, and then separated them out for the 9 shifts at the fair. Rayann Gilmore helped with this. We assembled Grand prizes for each shift, as well as marketing items and candy. Our plan was to have everything the workers would need for their shift at the booth all in one bag. This helped immensely! There was no need to store a week's worth of marketing items in our booth space…Staff has let me know that they liked having their shift's items all in one place; it made working there easier."

DeMotte Library News

Debbie reports, "summer reading continued for the first part of July. Programs continued to be well attended. The summer reading program also had high numbers of patrons finishing each week. The K-5 summer programs in July: movie, "Space Buddies," was well enjoyed; Science Tellers, a new performer, did a great job of interacting with the crowd while telling a story. After the interactive story, she re-created the science experiments with help from kids. It was a really enjoyable program. One boy said, "Science Tellers was my favorite program so far. I even liked it more than Silly Safaris." That's high praise, because the animal programs are usually the favorite. Shannon shares, "For our party, we had different stations set up including: alien target with marshmallow bow and catapults, alien mask craft, card games, and life-size space floor game. At the end of the party, we gave away the grand prizes. While some kids were bummed they didn't win a grand prize, because they put all of their tickets in for it, it was a great turnout with lots and lots of tickets for each prize". The teen programs in July: the movie, "A Smile as Big as the Moon," was well received. The teens in attendance really enjoyed it; Cosmo Cookies went really well. Teens in attendance were able to decorate 5 cookies. They had fun choosing different toppings to create unique cookies."

Rensselaer Library News

Linda reports, "The facilities are doing well. The flowers are all blooming, as sadly are the weeds. It's a difficult time of year to get ahead of them. Janice shares, "Summer Reading has come to an end and we are getting ready to start our regular programming. Any Time Fitness presented an obstacle course program to help the kids understand how astronauts train. Our Science Tellers program was a big success. They told a story of two children encountering an alien and did fun showy experiments to go along with the story. The galaxy bottle program produced very colorful bottles and the kids really enjoyed adding glitter to give it some pizzazz. The children also created rockets and aliens from recycled materials and craft supplies; it is great to see their imaginations take off. Our grand finale was held indoors because the temperature was in the 90's. We played games and drew the names for the grand prizes; I believe a good time was had by all."

Wheatfield Library News

Evie reports, "Where did July go? I can't believe it's over already! Most of it continued to revolve around the Summer Reading Programs for kids and teens, with weekly programs and prizes. We also continued the preschool summer reading program, which allowed the preschoolers to get small prizes when they completed a "bingo" on their card (which had various activities for them to do). These all finished up mid-July, and the adult summer reading, which offered weekly drawings for adults checking out reading materials and a grand prize at the end, finished up July 29. All ages seemed to be happy with how the programs were run! Rachael sent pictures and a press release to the KV Post, thanking the various businesses/organizations that donated to the library for the Summer Reading Program, as well as letters to the businesses themselves."

Please contact me if you are unable to attend the August Board meeting or if you have any questions about materials in your packet.-Patty

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JCPL FINANCIAL STATEMENT
July 31, 2019

	Beginning 2019 Balance	Current Month Disbursements	Y-T-D Disbursements	Current Month Receipts	Y-T-D Receipts	Ending Balance
Operating Fund	$769,507.09	$186,723.91	$1,331,883.68	$75,366.12	$1,328,811.06	$766,434.47
Public Library Access Card Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Gift Fund	$19,919.87	$3,446.09	$16,071.62	$244.95	$16,124.68	$19,972.93
DeMotte	$5,295.26	$261.39	$4,029.13	$0.00	$5,313.03	$6,579.16
Rensselaer	$11,498.67	$2,590.54	$8,515.90	$144.95	$7,478.89	$10,461.66
Wheatfield	$3,125.94	$594.16	$3,526.59	$100.00	$3,332.76	$2,932.11
Library Improvement Reserve Fund	$231,768.60	$0.00	$0.00	$20.96	$134.64	$231,903.24
Bond & Interest Redemption Fund	$3,142.90	$0.00	$0.00	$0.00	$0.00	$3,142.90
Rainy Day Fund	$2,249,509.13	$4,389.71	$11,464.41	$4,099.85	$28,699.80	$2,266,744.52
Includes Investments of: $2,079,801.85						
State Technology Fund Grant Fund	$0.00	$1,782.00	$12,474.00	$0.00	$20,244.00	$7,770.00
Capital Projects Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Includes Investments of:						
Host/Hospitality Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Levy Excess Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Sales Tax	$220.62	$0.00	$198.89	$0.84	$97.93	$119.66
Construction Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Petty Cash Funds	$120.00	$0.00	$0.00	$0.00	$0.00	$120.00
Cash Change Fund	$150.00	$0.00	$0.00	$0.00	$0.00	$150.00
Insurance Refund Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Insurance Settlement Fund	$0.00	$0.00	$6,766.67	$0.00	$6,766.67	$0.00
Payroll Withholding Accts.						
FIT Tax Collected	$0.00	$7,147.67	$50,549.29	$7,147.67	$50,549.29	$0.00
FICA Tax Collected	$0.00	$8,004.79	$56,397.38	$8,004.79	$56,397.38	$0.00
State Tax Collected	$0.00	$3,586.96	$25,254.04	$3,586.96	$25,254.04	$0.00
County Tax Collected	$0.00	$2,809.15	$19,790.24	$2,809.15	$19,790.24	$0.00
Deferred Comp.	$0.00	$2,840.00	$19,880.00	$2,840.00	$19,880.00	$0.00
#125 Pre-tax Plan	$48.16	$3,448.37	$24,608.16	$3,450.19	$24,572.91	$12.91
Employee Life Insur.	$0.88	$244.95	$1,719.65	$243.96	$1,718.72	($0.05)
Employee INPRS	$0.00	$3,275.15	$23,171.38	$3,275.15	$23,171.38	$0.00
Garnishments	$23.47	$22.94	$574.37	$0.00	$550.90	$0.00
Credit Union	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
EIC	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
TOTAL ALL FUNDS..................	$3,274,410.72	$227,721.69	$1,600,803.78	$111,090.59	$1,622,763.64	$3,296,370.58

F2

Bank Balances

Jasper County Public Library

Report as of: **07/31/19**

	Bank	
1	Alliance Bank	$1,216,298.73
2	Cash On Hand	$270.00
3	IN-02-0225-0001 TrustINdiana	$2,079,801.85
	Total all banks =	**$3,296,370.58**

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

OPEN INVESTMENTS:

Renewal Date	CD/ACCT #	Issued By	Terms	Principal	%-Interest	Fund	Date Invested	Interest Earned	Comments
	IN-02-0225-0001	TrustINdiana	N/A	$2,000,000.00		Rainy Day	05/15/17	$4,142.20	Jan-19
								$3,803.93	Feb-19
								$4,229.44	Mar-19
								$4,082.24	Apr-19
								$4,203.53	May-19
								$4,042.03	Jun-19
								$4,082.78	Jul-19

CLOSED INVESTMENTS:

TOTAL INTEREST EARNED: $28,586.15

F2.1

Appropriation Report for 100OPERATING FUND

Jasper County Public Library

Report Date: From **07/01/19** *To* **07/31/19**

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent*
1. Personal Services							
1.11 SALARY OF LIBRARIAN	$77,251.00	$0.00	$77,251.00	$6,437.60	$44,969.60	$32,281.40	41.8
1.12 SALARY OF ASSISTANTS	$1,153,291.00	$0.00	$1,153,291.00	$93,478.71	$662,142.20	$491,148.80	42.6
1.13 WAGES OF JANITORS	$95,314.00	$0.00	$95,314.00	$7,548.50	$50,320.42	$44,993.58	47.2
1.21 EMPLOYER'S SHARE-FICA	$101,428.00	$0.00	$101,428.00	$8,004.79	$56,397.38	$45,030.62	44.4
1.22 UNEMPLOYMENT COMPENSATION	$2,482.00	$0.00	$2,482.00	$522.80	$2,155.36	$326.64	13.2
1.23 EMPLOYER'S CONTRIB.- PERF	$117,580.00	$0.00	$117,580.00	$9,624.17	$68,173.13	$49,406.87	42.0
1.24 EMPLOYER'S CONTRIB.- INS.	$169,655.00	$0.00	$169,655.00	$10,450.62	$75,003.54	$94,651.46	55.8
Subtotal	*$1,717,001.00*		$1,717,001.00	$136,067.19	$959,161.63	$757,839.37	44.1
2. Supplies							
2.11 OFFICIAL RECORDS	$500.00	$0.00	$500.00	$0.00	$0.00	$500.00	100.0
2.12 STATIONERY AND PRINTING	$1,000.00	$0.00	$1,000.00	$0.00	$0.00	$1,000.00	100.0
2.13 OTHER OFFICE SUPPLIES	$8,000.00	$0.00	$8,000.00	$160.80	$3,408.64	$4,591.36	57.4
2.21 CLEANING & SANITATION SUPPLIES	$6,500.00	$0.00	$6,500.00	$180.55	$3,058.40	$3,441.60	52.9
2.23 OTHER OPERATING SUPPLIES	$6,000.00	$0.00	$6,000.00	$96.13	$2,352.88	$3,647.12	60.8
2.31 BUILDING MATERIALS & SUPPLIES	$2,000.00	$0.00	$2,000.00	$33.30	$53.88	$1,946.12	97.3
2.32 PAINT AND PAINTING SUPPLIES	$400.00	$0.00	$400.00	$0.00	$0.00	$400.00	100.0
2.33 REPAIR PARTS	$1,000.00	$0.00	$1,000.00	$479.65	$511.30	$488.70	48.9
2.41 LIBRARY SUPPLIES	$17,400.00	$0.00	$17,400.00	$1,159.20	$8,353.81	$9,046.19	52.0
2.42 MARKETING SUPPLIES	$100.00	$0.00	$100.00	$0.00	$0.00	$100.00	100.0
Subtotal	*$42,900.00*		$42,900.00	$2,109.63	$17,738.91	$25,161.09	58.7

3. Other Services and Charge

F3a

F3b

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
3.13 LEGAL SERVICES	$7,000.00	$0.00	$7,000.00	$690.00	$1,560.00	$5,440.00	77.7
3.14 OTHER PROFESSIONAL SERVICES	$16,500.00	$0.00	$16,500.00	$141.32	$3,277.55	$13,222.45	80.1
3.145 DATABASES & LICENSING SERVICES	$25,034.00	$0.00	$25,034.00	$1,032.67	$14,438.42	$10,595.58	42.3
3.146 E-BOOKS SERVICES	$31,500.00	$0.00	$31,500.00	$0.00	$12,250.00	$19,250.00	61.1
3.147 APPS	$100.00	$0.00	$100.00	$0.00	$0.00	$100.00	100.0
3.21 TELEPHONE	$12,000.00	$0.00	$12,000.00	$316.65	$5,475.06	$6,524.94	54.4
3.22 POSTAGE	$2,500.00	$0.00	$2,500.00	$0.00	$715.61	$1,784.39	71.4
3.23 MILEAGE	$20,000.00	$0.00	$20,000.00	$1,419.26	$10,035.03	$9,964.97	49.8
3.24 PROFESSIONAL MEETINGS	$12,000.00	$0.00	$12,000.00	$1,353.64	$4,270.77	$7,729.23	64.4
3.25 FREIGHT	$1,800.00	$0.00	$1,800.00	$153.29	$898.29	$901.71	50.1
3.26 NETWORKING	$86,400.00	$0.00	$86,400.00	$1,169.64	$5,920.76	$80,479.24	93.1
3.31 ADVERTISING & PUBLIC NOTICES	$800.00	$0.00	$800.00	$15.00	$524.04	$275.96	34.5
3.33 MARKETING ADVERTISING	$2,500.00	$0.00	$2,500.00	$0.00	$2,310.90	$189.10	7.6
3.41 OFFICIAL BONDS	$500.00	$0.00	$500.00	$0.00	$300.00	$200.00	40.0
3.42 OTHER INSURANCE	$30,000.00	$0.00	$30,000.00	$0.00	$16,969.00	$13,031.00	43.4
3.51 GAS	$25,000.00	$0.00	$25,000.00	$1,082.35	$12,990.63	$12,009.37	48.0
3.52 ELECTRICITY	$110,000.00	$0.00	$110,000.00	$9,524.82	$50,831.12	$59,168.88	53.8
3.53 WATER	$4,000.00	$0.00	$4,000.00	$246.07	$1,838.99	$2,161.01	54.0
3.54 WASTE DISPOSAL SERVICES	$8,000.00	$0.00	$8,000.00	$578.40	$4,412.06	$3,587.94	44.8
3.61 BUILDING & STRUCTURES	$118,270.00	$0.00	$118,270.00	$5,587.19	$27,793.05	$90,476.95	76.5
3.62 EQUIPMENT REPAIRS	$2,000.00	$0.00	$2,000.00	$0.00	$290.90	$1,709.10	85.5
3.72 EQUIPMENT RENTALS	$300.00	$0.00	$300.00	$12.45	$236.15	$63.85	21.3
3.91 DUES	$2,000.00	$0.00	$2,000.00	$125.00	$2,172.18	($172.18)	-8.6
3.93 TAXES & ASSESSMENTS	$300.00	$0.00	$300.00	$0.00	$336.00	($36.00)	-12.0
3.94 TRANSFER TO LIRF	$50,000.00	$0.00	$50,000.00	$0.00	$0.00	$50,000.00	100.0
3.95 BOOK REIMBURSEMENT	$200.00	$0.00	$200.00	$0.00	$8.99	$191.01	95.5

Account #	Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
3.96	PETTY CASH	$120.00	$0.00	$120.00	$0.00	$0.00	$120.00	100.0
3.98	MAINTENANCE/SERVICE CONTRACTS	$112,754.00	$0.00	$112,754.00	$9,396.70	$73,906.88	$38,847.12	34.5
	Subtotal	*$681,578.00*		$681,578.00	$32,844.45	$253,762.38	$427,815.62	62.8
4. Capital Outlays								
4.4	FURNITURE & EQUIPMENT	$82,681.00	$0.00	$82,681.00	$0.00	$545.60	$82,135.40	99.3
4.51	BOOKS	$150,000.00	$0.00	$150,000.00	$10,281.20	$61,782.25	$88,217.75	58.8
4.52	PERIODICALS & NEWSPAPERS	$22,000.00	$0.00	$22,000.00	$704.37	$8,622.97	$13,377.03	60.8
4.53	NONPRINTED MATERIALS	$60,000.00	$0.00	$60,000.00	$4,717.07	$30,269.94	$29,730.06	49.6
	Subtotal	*$314,681.00*		$314,681.00	$15,702.64	$101,220.76	$213,460.24	67.8
	Grand Total	$2,756,160.00	$0.00	$2,756,160.00	$186,723.91	$1,331,883.68	$1,424,276.32	51.7

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

F3c

Appropriation Report for 151RAINY DAY FUND

Jasper County Public Library

F 3d

Report Date: From 07/01/19 *To* 07/31/19

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent*
3. Other Services and Charge							
3.13 LEGAL SERVICES	$10,000.00	$0.00	$10,000.00	$600.00	$600.00	$9,400.00	94.0
3.14 OTHER PROFESSIONAL SERVICES	$50,000.00	$0.00	$50,000.00	$3,129.50	$3,129.50	$46,870.50	93.7
3.21 TELEPHONE	$0.00	$0.00	$0.00	$0.00	$6,074.70	($6,074.70)	#Div/0!
3.61 BUILDING & STRUCTURES	$100,000.00	$0.00	$100,000.00	$0.00	$1,000.00	$99,000.00	99.0
Subtotal	*$160,000.00*		$160,000.00	$3,729.50	$10,804.20	$149,195.80	93.2
4. Capital Outlays							
4.3 IMPROVEMENTS OTHER THAN BUILD.	$359,604.00	$0.00	$359,604.00	$0.00	$0.00	$359,604.00	100.0
4.4 FURNITURE & EQUIPMENT	$0.00	$0.00	$0.00	$660.21	$660.21	($660.21)	#Div/0!
Subtotal	*$359,604.00*		$359,604.00	$660.21	$660.21	$358,943.79	99.8
Grand Total	$519,604.00	$0.00	$519,604.00	$4,389.71	$11,464.41	$508,139.59	97.8

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

Appropriation Report for 155STATE TECHN.FUND GRANT

Jasper County Public Library

Report Date: From **07/01/19** *To* **07/31/19**

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
3. Other Services and Charge							
3.26 NETWORKING	$0.00	$0.00	$0.00	$1,782.00	$12,474.00	($12,474.00)	#Div/0!
Subtotal	*$0.00*		$0.00	$1,782.00	$12,474.00	($12,474.00)	#Div/0!
Grand Total	$0.00	$0.00	$0.00	$1,782.00	$12,474.00	($12,474.00)	#Div/0!

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

F3e

F4a

Voucher List

Jasper County Public Library

Report Date: From **07/01/19** ***To*** **07/31/19**

Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	*Total*
0	467	PAYROLL	07/10/19	PAYROLL	$52,562.06
0	468	CHRISTINA SANDERS	07/10/19	Courier Mileage 6/16/19-6/30/19 (Conf. #814)	$359.60
0	469	GREAT-WEST RETIREMENT S	07/10/19	Annuity Withheld 7/10/19 payroll (Conf. #815)	$1,420.00
0	470	INDIANA DEPT. OF WORKFOR	07/10/19	2nd Quarter 2019 Unemployment Compensation Pymt	$522.80
0	471	INPRS fbo PERF	07/10/19	INPRS Contributions 7/10/19 Payroll	$6,298.20
0	472	IRS USA TAXPAYMENT	07/10/19	Federal Withholding, Medicare, & FICA withheld 7/10/19 Payroll & Ins. (Acknowledgement 05625318)	$11,273.73
0	473	TOWN OF WHEATFIELD	07/10/19	Wh: Sewer Service- July 2019 (Conf# 813)	$77.35
37002	474	AARON'S LAWN CARE	07/08/19	Mowing & edging	$955.00
37003	475	ACE HARDWARE	07/08/19	Maintenance & repair supplies	$169.63
37004	476	AFFORDABLE ALTERNATIVES	07/08/19	Toddler labels, Look For labels	$115.77
37005	477	ANTHEM BLUE CROSS BLUE	07/08/19	Health Insurance premiums- July 2019	$12,493.13
37006	478	ANTHEM LIFE	07/08/19	Life Insurance premiums- July 2019	$97.38
37007	479	BAKER & TAYLOR	07/08/19	Books, Continuations, AV, Auto. Yours	$9,742.59
37008	480	BAKER & TAYLOR ENTERTAIN	07/08/19	AV	$2,258.02
37009	481	BARNES & NOBLE	07/08/19	Book	$18.95
37010	482	BETTER CONTAINERS MFG. C	07/08/19	Small Love My Library bags	$277.95
37011	483	BRODART CO.	07/08/19	Inspirational & juvenile labels	$71.49
37012	484	BUSINESS CARD	07/08/19	Library & repair supplies, conference expenses, handheld vacuums, facebook advertising, background check, SurveyMonkey fee	$2,367.14
37013	485	CENTURYLINK	07/08/19	Rens: Fax line service- July 2019	$56.10
37014	486	CENTURYLINK	07/08/19	DeM: Long distance service- June 2019	$14.98
37015	487	COUNTRYSIDE LANDSCAPIN	07/08/19	Wh: Start up of irrigation system, irrigation system repair	$747.22
37016	488	CULLIGAN WATER CONDITIO	07/08/19	Wh: Water Cooler Rental- July 2019	$12.45
37017	489	DEBORAH KRISTOFF	07/08/19	Mileage 5/17-6/12/19	$198.36
37018	490	DELTA DENTAL	07/08/19	Dental Insurance premiums- July 2019	$540.26
37019	491	DEMCO	07/08/19	Library supplies	$565.73
37020	492	EDWARD P. DUMAS	07/08/19	Legal Assistance: DeMotte parking lot project	$600.00
37021	493	ENA SERVICES LLC	07/08/19	Internet service for June 2019	$1,782.00
37022	494	EVELYN S. PARRISH	07/08/19	Mileage 4/2-6/27/19	$284.78
37023	495	GRAINGER	07/08/19	Door security devices	$2,473.56
37024	496	HAMSTRA BUILDERS, INC.	07/08/19	Wh: Removed ERU Wheel for bearing replacement	$195.00
37025	497	ICC BUSINESS PRODUCTS	07/08/19	Watercolor paper, laminating pouches	$71.22
37026	498	INDIANA LIBRARY FEDERATIO	07/08/19	2019 ILF FULL Annual Conference Registration- E. Parrish	$280.00
37027	499	INDIANA STATE LIBRARY	07/08/19	IN Share Requests 4/1-6/30/19	$125.00
37028	500	INDIANA WASTE SERVICE	07/08/19	DeM & WH: Trash Pick-up, July 2019	$140.00
37029	501	JUNIOR LIBRARY GUILD	07/08/19	Continuations	$1,530.88
37030	502	KONE, INC.	07/08/19	DeM: Elevator maintenance agreement 7/1-9/30/19	$456.03
37031	503	KROGER GARDIS & REGAS, L	07/08/19	Legal Assistance: Personnel Matter	$690.00
37032	504	KV POST NEWS	07/08/19	Wh: Newspaper subscription Acct# 0047445	$66.99
37033	505	LINDA POORTENGA	07/08/19	Mileage 6/12-6/21/19	$82.36
37034	506	MIDWEST COLLABORATIVE F	07/08/19	MCLS Annual Membership Fee	$125.00
37035	507	MIDWEST TAPE	07/08/19	AV	$1,532.28
37036	508	MOHLER ARCHITECTS, P.C.	07/08/19	DeM: Parking lot project	$3,129.50
37037	509	NEILE TRAINOR	07/08/19	Mileage 4/3-6/26/19	$134.56
37038	510	NIPSCO	07/08/19	DeM & Wh: Gas & electric service 5/31-7/1/19	$6,051.12
37039	511	NITCO	07/08/19	DeM: Local Phone & Fax Service July 2019	$180.32
37040	512	OFFICE DEPOT	07/08/19	Library, janitorial, and office supplies	$536.49

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Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
37041	513	POST TRIBUNE	07/08/19	Rens: Newspaper subscription Acct# 74364548	$97.50
37042	514	PRECISION CONTROL SYSTE	07/08/19	Rens: HVAC repairs & maintenance	$2,607.61
37043	515	QUILL CORPORATION	07/08/19	Binder clips, double-sided tape, file folder labels, tacky glue, copy paper	$62.53
37044	516	ROEING CORPORATION	07/08/19	Tech Maintenance Support - 3rd Installment 2019	$7,500.00
37045	517	STAPLES CREDIT PLAN	07/08/19	Sticky notes, hot spot cases, swiffer duster refills	$224.67
37046	518	TREASURER OF JASPER COU	07/08/19	Remittance of delinquent property taxes withheld from employee	$22.94
37047	519	TRUGREEN PROCESSING CE	07/08/19	Tree & shrub treatments, grub preventative treatments, lawn fertilizations, ornamental bed week control treatment, Ash tree injections	$2,329.35
37048	520	UNIQUE MANAGEMENT SERVI	07/08/19	Collections: Initial/Secondary Placements- June 2019	$89.50
37049	521	VISION SERVICE PLAN	07/08/19	Vision Insurance Premiums- July 2019	$214.74
37050	522	WALL STREET JOURNAL	07/08/19	DeM: Newspaper subscription Acct# 010560502255	$539.88
37051	523	WAL-MART COMMUNITY/SYN	07/08/19	Library, janitorial, & maintenance supplies, DVDs	$490.55
37052	524	WORLD BOOK INC.	07/08/19	World Book Database subscription	$995.67
0	525	PAYROLL	07/25/19	PAYROLL	$54,902.75
0	526	AFLAC	07/25/19	Supplemental Insurance July 2019 (Conf #818)	$798.43
0	527	CENTURYLINK	07/25/19	Wh: Fax line July 2019 (Conf #820)	$65.25
0	528	CHRISTINA SANDERS	07/25/19	Courier Mileage 7/1/19-7/15/19 (Conf. #819)	$359.60
0	529	CITY OF RENSSELAER	07/25/19	RENS: Utilities 6/6/19-7/9/19 (Conf. #817)	$4,980.45
0	530	GREAT-WEST RETIREMENT S	07/25/19	Annuity Withheld 7/25/19 payroll (Conf. #822)	$1,420.00
0	531	INDIANA DEPARTMENT OF RE	07/25/19	State & County Taxes withheld July 2019 Payrolls (Ref. #33165)	$6,396.11
0	532	INPRS fbo PERF	07/25/19	INPRS Contributions 7/25/19 Payroll	$6,601.12
0	533	IRS USA TAXPAYMENT	07/25/19	Federal Withholding, Medicare, & FICA withheld 7/25/19 Payroll & Ins. (Acknowledgement 71269429)	$11,883.52
0	534	SPRINT	07/25/19	Hotspot Data Service 6/12/19 - 7/11/19 (Conf #821)	$1,169.64
0	535	TOWN OF DEMOTTE	07/25/19	DeM: Sewer & Water- June 2019 (conf# 816)	$182.72
0	536	ALLIANCE BANK	07/25/19	Direct Deposit Fees - June 2019	$68.80
0	537	SQUARE, INC	07/31/19	Merchant Processing Fees- July 2019	$20.38
0	538	ALLIANCE BANK	07/31/19	Positive Pay Fee- July 2019	$15.00

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Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	**Total**
				Total Amount of Claims	**$227,721.69**

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Wednesday, August 07, 2019

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 **pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of** **$227,721.69**

Date this 12th **day of** August **,20** 19 **.**

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

F5a

JASPER COUNTY PUBLIC LIBRARY
Receipt Breakdown
July 31, 2019

	THIS MONTH	YEAR-TO-DATE	TOTAL RECEIPTS THIS MONTH	TOTAL RECEIPTS YEAR-TO-DATE
FINES & FEES:			$2,340.65	$17,218.12
DeMotte	$773.02	$5,167.76		
Rensselaer	$1,040.16	$7,595.66		
Wheatfield	$527.47	$4,454.70		
PHOTOCOPIES:			$850.23	$5,555.31
DeMotte	$312.45	$1,876.95		
Rensselaer	$373.53	$2,612.36		
Wheatfield	$164.25	$1,066.00		
INTEREST (Checking, Repurchase, CDs):			$77.13	$383.10
TAXES:			$72,036.21	$1,304,482.69
Property Tax	$0.00	$727,437.45		
LOIT	$17,903.55	$125,324.85		
License Excise Tax	$0.00	$62,533.84		
Financial Institution Tax	$0.00	$1,572.93		
CVET(Commercial Vehicle Excise)	$0.00	$8,685.00		
Local Option/Certified Shares	$0.00	$0.00		
Local Option/Property Tax Repl.	$0.00	$0.00		
LIT Certified Shares	$54,132.66	$378,928.62		
TAXABLE SALES:-			$11.90	$35.49
REFUNDS:			$50.00	$1,136.35
Rebates/Refund	$50.00	$50.00		
Insurance Claims/Reimbursements	$0.00	$0.00		
Meeting Room Rental	$0.00	$1,050.00		
Reimbursement	$0.00	$0.00		
Fixed Asset Sales	$0.00	$0.00		
Miscellaneous Receipts	$0.00	$36.35		
Interfund Transfer	$0.00	$0.00		
TOTAL OPERATING FUND RECEIPTS			**$75,366.12**	**$1,328,811.06**
PLAC FUND:			$0.00	$0.00
GIFT FUNDS:			$244.95	$16,124.68
DeMotte	$0.00	$5,313.03		
Rensselaer	$144.95	$7,478.89		
Wheatfield	$100.00	$3,332.76		
LIB. IMPROV. RESERVE FUND:			$20.96	$134.64
Interest Earned	$20.96	$134.64		
Transfer from OPERATING	$0.00	$0.00		
BOND & INTEREST REDEMPTION FUND:			$0.00	$0.00
Property Tax	$0.00	$0.00		
License Excise Tax	$0.00	$0.00		
Financial Institution Tax	$0.00	$0.00		
CVET(Commercial Vehicle Excise)	$0.00	$0.00		
Interfund Transfer	$0.00	$0.00		
RAINY DAY FUND:			$4,099.85	$28,699.80
Special CAGIT Distribution	$0.00	$0.00		
Special LOIT Distribution	$0.00	$0.00		
Interest Earned	$4,099.85	$28,699.80		
Interfund Transfer	$0.00	$0.00		
STATE TECHNOLOGY FUND GRANT FUND:-			$0.00	$20,244.00
HOST/HOSPITALITY FUND:-			$0.00	$0.00
LEVY EXCESS FUND:-			$0.00	$0.00
SALES TAX:-			$0.84	$97.93
CASH CHANGE FUND			$0.00	$0.00
INSURANCE REFUND FUND:			$0.00	$0.00
Interfund Transfer	$0.00	$0.00		
INSURANCE SETTLEMENT FUND			$0.00	$6,766.67
SUB-TOTAL (page 1)			**$79,732.72**	**$1,400,878.78**

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WITHHOLDING ACCOUNT FUNDS:			$31,357.87	$221,884.86
FIT Tax Collected	$7,147.67	$50,549.29		
FICA Collected	$8,004.79	$56,397.38		
State Tax Collected	$3,586.96	$25,254.04		
County Tax Collected	$2,809.15	$19,790.24		
Deferred Comp Plan	$2,840.00	$19,880.00		
Pre-tax Insurance Plans	$3,450.19	$24,572.91		
Life Insurance	$243.96	$1,718.72		
INPRS	$3,275.15	$23,171.38		
Garnishments	$0.00	$550.90		
Credit Union	$0.00	$0.00		
TOTAL RECEIPTS - ALL FUNDS..			**$111,090.59**	**$1,622,763.64**

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Voucher List

Jasper County Public Library

Report Date: From **08/01/19** *To* **08/12/19**

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	539	PAYROLL	08/09/19	PAYROLL	$57,094.25
37053	540	AARON'S LAWN CARE	08/12/19	Dem, Rens, & Wh: Mowing & edging	$1,080.00
37054	541	ACE HARDWARE	08/12/19	Tarp, light bulbs	$40.97
37055	542	ANTHEM BLUE CROSS BLUE	08/12/19	Health Insurance premiums- August 2019	$12,493.13
37056	543	ANTHEM LIFE	08/12/19	Life Insurance premiums- August 2019	$100.98
37057	544	BAKER & TAYLOR	08/12/19	Books, Continuations, AV, Auto. Yours, B & T Licenses	$15,630.00
37058	545	BAKER & TAYLOR ENTERTAIN	08/12/19	AV	$3,158.86
37059	546	BLUETARP FINANCIAL, INC	08/12/19	Maintenance supplies	$39.94
37060	547	CARDINAL COPIER SOLUTION	08/12/19	DeMotte Staff Copier Maintenance 4/10/19 - 7/9/2019	$1,317.57
37061	548	COMMONWEALTH TECHNOLO	08/12/19	Wh & Rens: staff copier quarterly service agreements	$1,092.60
37062	549	CULLIGAN WATER CONDITIO	08/12/19	Wh: Water Cooler Rental- August 2019, 5-gallon drinking water- 7	$66.95
37063	550	DEBORAH KRISTOFF	08/12/19	Mileage 6/27-7/25/19	$110.20
37064	551	DELTA DENTAL	08/12/19	Dental Insurance premiums- August 2019	$540.26
37065	552	DEPARTMENT OF HOMELAND	08/12/19	DeM & Rens: Boiler Inspection/Certificate Fees	$135.00
37066	553	DISPLAYS2GO	08/12/19	Marketing banner	$372.14
37067	554	EDWARD P. DUMAS	08/12/19	Legal Assistance: DeMotte parking lot project	$150.00
37068	555	ENA SERVICES LLC	08/12/19	Internet service for July 2019	$1,782.00
37069	556	HAMSTRA BUILDERS, INC.	08/12/19	Wh: HVAC repairs; exhaust fan motor install	$5,795.78
37070	557	HP PRODUCTS CORPORATIO	08/12/19	Janitorial supplies	$742.36
37071	558	ICC BUSINESS PRODUCTS	08/12/19	Comb bindings, presentation covers	$48.69
37072	559	INDIANA LIBRARY FEDERATIO	08/12/19	2019 Full Annual Conference registration- R. Kuhn	$280.00
37073	560	INDIANA STATE LIBRARY	08/12/19	2019 Trustee Summit registrations; 2019 Difference is You Conference registrations	$225.00
37074	561	INDIANA WASTE SERVICE	08/12/19	DeM & WH: Trash Pick-up, August 2019	$140.00
37075	562	KARLA HAUSENFLECK	08/12/19	Mileage 7/25/19	$23.78
37076	563	MANAGE MOBILITY	08/12/19	Replacement hot spots	$701.81
37077	564	MIDWEST TAPE	08/12/19	AV	$1,842.43
37078	565	NIPSCO	08/12/19	DeM & Wh: Gas & electric service	$5,926.38
37079	566	NITCO	08/12/19	DeM: Local Phone & Fax Service August 2019	$180.32
37080	567	OSBY WATER CONDITIONING	08/12/19	Wh. Water softener chemicals	$195.00
37081	568	PATTY EENIGENBURG	08/12/19	Mileage 7/24/19	$25.52
37082	569	PATTY STRINGFELLOW	08/12/19	Mileage 6/14-8/3/19	$111.36
37083	570	POST TRIBUNE	08/12/19	DeM: Newspaper subscription Acct# 44365252	$169.00
37084	571	PRECISION CONTROL SYSTE	08/12/19	DeM & Rens: HVAC repair & maintenance	$1,813.70
37085	572	RACHAEL CAVINDER	08/12/19	Mileage 7/18-7/23/19	$40.60
37086	573	RAINBOW PRINTING	08/12/19	Library cards, Digital Access Cards	$1,610.00
37087	574	SHANNON HELDAK	08/12/19	Mileage 5/15-7/30/19	$69.02
37088	575	STAPLES CREDIT PLAN	08/12/19	Staple remover, hot spot cases	$250.74
37089	576	STEVE'S SPECIALIZED SERVI	08/12/19	Laundry	$38.00
37090	577	THE LIBRARY CORPORATION	08/12/19	Library Serials Support November 2019 - October 2020 Acct# 960058	$2,606.00
37091	578	TRUGREEN PROCESSING CE	08/12/19	Rens: Tree & shrub treatment, lawn fertilization	$204.00
37092	579	VISION SERVICE PLAN	08/12/19	Vision Insurance Premiums- August 2019	$214.74
37093	580	WAL-MART COMMUNITY/SYN	08/12/19	Library & maintenance supplies, AV	$378.51
0	581	CHRISTINA SANDERS	08/09/19	Courier Mileage 7/16/19-7/31/19 (Conf. #823)	$431.52
0	582	GREAT-WEST RETIREMENT S	08/09/19	Annuity Withheld 8/9/19 payroll (Conf. #826)	$1,420.00
0	583	INPRS fbo PERF	08/09/19	INPRS Contributions 8/9/19 Payroll	$6,805.70
0	584	IRS USA TAXPAYMENT	08/09/19	Federal Withholding, Medicare, & FICA withheld 8/9/19 Payroll & Ins. (Acknowledgement 85821302)	$12,414.16

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Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	*Total*
0	585	TOWN OF DEMOTTE	08/09/19	DeM: Sewer & Water- July 2019 (conf# 824)	$168.90
0	586	TOWN OF WHEATFIELD	08/09/19	Wh: Sewer Service- August 2019 (Conf# 825)	$77.35
37094	587	BUSINESS CARD	08/12/19	Background checks,app, SurveyMonkey, Facebook advertising, library supplies, postage	$311.75
37095	588	CENTURYLINK	08/12/19	Rens: Fax line service- August 2019	$57.11
37096	589	CENTURYLINK	08/12/19	DeM: Long distance service- July 2019	$16.82
37097	590	GAYLORD BROS., INC.	08/12/19	Unbuffered acid-free tissue	$63.52
37098	591	GRAINGER	08/12/19	Light bulbs, cam lock	$184.65
37099	592	KROGER GARDIS & REGAS, L	08/12/19	Legal Assistance: FMLA Matter	$600.00
37100	593	OFFICE DEPOT	08/12/19	Office, library, and janitorial supplies	$673.78
37101	594	POSTMASTER	08/12/19	Stamps	$1,406.00
37102	595	RAYANN GILMORE	08/12/19	Rensselaer Petty Cash: postage	$35.66
37103	596	ROEING CORPORATION	08/12/19	Meraki MR Enterprise Cloud Controller License, 3 years	$2,520.00
37104	597	SUNRISE PACKAGING INC.	08/12/19	Audiobook cases	$362.19
37105	598	TRUGREEN PROCESSING CE	08/12/19	Wh: ornamental bed weed control	$210.70
37106	599	ULINE	08/12/19	Filament tape, trash bags, DVD cases	$701.45
37107	600	UNIQUE MANAGEMENT SERVI	08/12/19	Collections: Initial/Secondary Placements- July 2019	$174.25

Total Amount of Claims **$147,473.10**

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, August 12, 2019

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 2 **pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of** **$147,473.10**

Date this 12th **day of** August **,20**19**.**

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

Agenda
Jasper County Public Library

Board of Trustees Meeting

Monday, August 19, 2019, 6pm

Rensselaer Public Library

	Purpose
Opening of Meeting	Moment of Silence
2020 Budget	Action
Public Forum	
Adjournment	

		2016 Disbursed	2017 Disbursed	2018 Budget	2018 Disbursed full year	2019 Budget	2019 Disbursed 6/30/2019	2020 Proposed Budget	% of Total 2020 Budget
1	**PERSONAL SERVICES**								
1.1	**Salaries and wages**								
1.11	Salary of librarian	$67,476	$71,824	$75,005	$74,880	$77,251	$38,532	$79,560	
1.12	Salary of Assistants	$1,056,070	$1,064,351	$1,126,711	$1,118,184	$1,153,291	$568,663	$1,188,452	
1.13	Wages of Janitor	$78,721	$79,974	$92,480	$88,628	$95,314	$42,772	$96,652	
1.2	**Employee benefits**								
1.21	Employer: FICA	$89,148	$90,105	$99,006	$94,897	$101,428	$48,393	$104,397	
1.22	Unemployment Comp	$6,678	$4,691	$4,523	$2,677	$2,482	$1,633	$2,504	
1.23	Employer: PERF	$107,367	$108,304	$114,202	$114,073	$117,580	$58,549	$121,729	
1.24	Employer: Group Insur.	$123,356	$122,424	$146,707	$140,013	$169,655	$64,553	$161,376	
1.3	**Other personal services**								
1.31	Other personal services								
	Total Personal Services	$1,528,815	$1,541,673	$1,658,634	$1,633,351	$1,717,001	$823,094	$1,754,670	65.9%
2	**SUPPLIES**								
2.1	**Office supplies**								
2.11	Official records	$86	$228	$600	$401	$500	$0	$500	
2.12	Stationery/printing	$0	$0	$1,000	$0	$1,000	$0	$1,000	
2.13	Other office supplies	$7,513	$6,674	$8,500	$6,886	$8,000	$3,248	$8,000	
2.2	**Operating supplies**								
2.21	Cleaning/sanitation	$5,414	$6,506	$6,500	$6,551	$6,500	$2,878	$6,500	
2.22	Fuel/oil/lubricants	$0	$0	$0	$0	$0	$0	$0	
2.23	Other operating supplies	$5,025	$5,203	$7,000	$4,252	$6,000	$2,257	$6,000	
2.3	**Repair/maintenance supplies**								
2.31	Building materials	$252	$176	$1,000	$1,070	$2,000	$21	$2,000	
2.32	Painting supplies	$266	$623	$400	$304	$400	$0	$400	
2.33	Repair parts	$214	$552	$1,000	$637	$1,000	$32	$1,000	
2.4	**Other supplies**								
2.41	Library supplies	$13,127	$17,619	$17,650	$16,134	$17,400	$7,195	$16,200	
2.42	Marketing supplies	$33	$50	$100	$100	$100	$0	$100	
	Total Supplies	$31,930	$37,631	$43,750	$36,335	$42,900	$15,629	$41,700	1.6%

	2016 Disbursed	2017 Disbursed	2018 Budget	2018 Disbursed full year	2019 Budget	2019 Disbursed 6/30/2019	2020 Proposed Budget	% of Total 2018 budget
3 OTHER SERVICES/CHARGES								
3.1 Professional services								
3.11 Consulting services	$0	$0	$0	$0	$0	$0	$0	
3.12 Engineer/Arch Services	$0	$0	$0	$0	$0	$0	$0	
3.13 Legal services	$2,855	$5,598	$8,500	$3,830	$7,000	$870	$5,000	
3.14 Other profess. services	$6,860	$8,175	$16,800	$4,793	$16,500	$3,136	$6,700	
3.145 Databases/Licensing Ser	$23,230	$26,367	$26,830	$18,896	$25,034	$13,406	$19,000	
3.146 E-Books Services	$18,500	$26,500	$21,600	$24,500	$31,500	$12,250	$31,500	
3.147 Apps	$0	$0	$100	$0	$100	$0	$100	
3.2 Communication/Transportation								
3.21 Telephone	$5,545	$6,796	$6,500	$9,023	$12,000	$5,158	$10,500	
3.22 Postage	$2,103	$1,810	$3,000	$1,501	$2,500	$716	$2,000	
3.23 Traveling expenses	$19,248	$16,585	$20,000	$18,449	$20,000	$8,616	$20,000	
3.24 Professional mtgs	$9,174	$7,991	$11,000	$10,913	$12,000	$2,917	$11,000	
3.25 Freight/Express	$1,416	$1,314	$2,000	$1,770	$1,800	$745	$1,800	
3.26 Network expenses	$8,410	$4,526	$77,100	$13,713	$86,400	$4,751	$85,320	
3.3 Printing/Advertising								
3.31 Adv/Public. of notices	$174	$615	$600	$316	$800	$509	$800	
3.32 Printing (not offc. supply)	$0	$0	$0	$0	$0	$0	$0	
3.33 Marketing advertising	$1,800	$1,818	$1,800	$1,962	$2,500	$2,311	$3,500	
3.4 Insurance								
3.41 Official bonds	$362	$212	$300	$212	$500	$300	$500	
3.42 Other insurance	$25,314	$28,434	$29,000	$27,713	$30,000	$16,969	$27,000	
3.5 Utility services								
3.51 Gas	$13,958	$19,331	$45,000	$15,000	$25,000	$11,908	$25,000	
3.52 Electricity	$93,805	$98,310	$100,000	$97,823	$110,000	$41,306	$110,000	
3.53 Water	$3,426	$3,158	$4,000	$3,097	$4,000	$1,593	$4,000	
3.54 Waste disposal service	$7,069	$7,311	$8,000	$7,696	$8,000	$3,834	$8,000	
3.6 Repairs/maintenance								
3.61 Bldgs/Structures	$71,811	$63,018	$118,270	$51,876	$118,270	$22,206	$116,529	
3.62 Equipment	$2,265	$237	$3,000	$199	$2,000	$291	$1,000	

		2016 Disbursed	2017 Disbursed	2018 Budget	2018 Disbursed full year	2019 Budget	2019 Disbursed 6/30/2019	2020 Proposed Budget	% of Total 2018
3.7	**Rentals**								
3.71	Real estate	$0	$0	$0	$0	$0	$0	$0	
3.72	Equipment	$280	$288	$300	$290	$300	$224	$300	
3.91	Dues	$1,981	$1,965	$2,200	$614	$2,000	$2,047	$2,600	
3.92	Interest on loans	$0	$0	$0	$0	$0	$0	$0	
3.93	Taxes/Assessments	$904	$264	$2,000	$2,495	$300	$336	$400	
3.94	Transfer to LIRF	$35,000	$50,000	$60,570	$0	$50,000	$0	$0	
3.95	Book reimbursement	$115	$103	$200	$30	$200	$9	$200	
3.96	Petty cash	$0	$0	$120	$0	$120	$0	$120	
3.97	Interview/moving expens	$0	$0	$0	$0	$0	$0	$0	
3.98	Maintenance/service cor	$111,347	$109,469	$138,222	$120,117	$112,754	$64,510	$102,204	
	Total Other Services/Charg	$466,953	$490,194	$707,012	$436,826	$681,578	$220,918	$595,073	22.3%
4	**CAPITAL OUTLAYS**								
4.1	Land	$0	$0	$0	$0	$0	$0	$0	
4.2	Buildings	$0	$0	$0	$0	$0	$0	$0	
4.3	Improvements	$0	$0	$0	$0	$0	$0	$0	
4.4	Furniture/equipment	$44,784	$49,201	$81,150	$43,304	$82,681	$546	$41,600	
4.5	Other capital outlays	$108	$108	$162	$0	$0	$0	$0	
4.51	Books	$143,924	$111,157	$160,000	$140,475	$150,000	$51,501	$150,000	
4.52	Periodicals,newspapers	$20,198	$20,804	$25,000	$21,650	$22,000	$7,919	$16,600	
4.53	Nonprint materials	$49,923	$49,528	$60,000	$57,267	$60,000	$25,553	$63,900	
	Total Capital Outlays	$258,938	$230,797	$326,312	$262,696	$314,681	$85,518	$272,100	10.2%
	FUND TOTAL	$2,286,636	$2,300,295	$2,735,708	$2,369,209	$2,756,160	$1,145,160	$2,663,543	

Operating Fund Appropriations
2020 Proposed Budget

Things to remember-

- We will not know until the end of the year how much operating balance we will actually have to begin 2020.
- Miscellaneous revenue estimates are estimates. There is no way to be certain that we will get as much as we estimate. We may get more in some areas.
- The budget we have created is based upon what we know at this time. We feel we have included all necessary expenditures we know at this time and have provided for an emergency as well.
- DLGF has announced our growth quotient for our 2020 budget - 3.500%.

Operating Budget- For your benefit we have provided additional information about some funds to give you an idea of why we budgeted the amount that we did in a given category.

1.1 Salaries and Wages --

- Allows for up to a 3% increase in January. The Board determines salary increases at December board meeting.
- Allows for an increase in the Business Manager's Salary. Rayann has expressed dissatisfaction with her salary. She does not feel that her salary is compensated appropriately for where her position stands in the organization chart and in consideration of what is expected from her position. She has requested that her wage be increased $1.87 per hour in addition to any salary increase that the Board might approve for 2020. I recommend that we honor her request.
- Allows for the addition of three hours to our HR Specialist position (from 32 to 35 hours per week)
- Allows for the addition of two hours to our Publicity Coordinator position (from 10 to 12 hours per week)
- INPRS (formerly PERF) employer contribution rate 11.2% in 2020. This percentage is dictated to us.
- Unemployment rate estimated at 0.5%. (We get firm figures close to year end.)
- Health Insurance rate increase was estimated at 15% upon the advice of our health insurance account manager. We expect to have firm figures later this fall. We budgeted for two additional employee to be on insurance as a contingency, in case someone else decides to pick up this benefit.

2.11 Official Records

Vendor checks; tax forms; receipt books; labor posters

2.12 Stationary and Printing

Envelopes/stationary; business cards; note cards

2.13 Other Office Supplies -
Copy paper; printer cartridges, deposit slips

2.21 Cleaning and Sanitation
Paper products; trash bags

2.23 Other Operating Supplies
fluorescent tubes; outdoor bulbs; ice melt; batteries; etc.

2.31 Building Materials and Supplies
Air filters; ceiling tiles; boiler chemicals; mulch

2.32 Paint and Painting Supplies -
For improvements to our buildings

2.33 Repair Parts
parts for toilet repairs, vacuum, lights

2.41 Library Supplies -
For processing supplies, craft supplies, puppets, summer reading program materials, meeting room supplies laminate, book bags, automation materials, spine labels, book jackets, AV containers, etc. This total serves 5 departments. We do not purchase food and/or prizes from this fund.

2.42 Marketing Supplies

3.13 Legal Services -
Attorney fees-employment law consultation, library policy guidance, contract review

3.14 Other Professional Services

Program Presenter fees, COBRA admin fee, water testing; architect fees

3.145 Databases/Licensing

Email archiving, reference databases, other software licenses

3.146 E-Books

3.147 Apps

3.21 Telephone

3.22 Postage

3.23 Mileage
Courier mileage; staff mileage; air fare for conferences

3.24 Professional Meetings (outside training)— (our library has always been committed to continuing education for staff/Board; State Library requires a certain # of LEU hours for some library staff)

Registration fees, hotel/meal expenses

3.25 Freight/Express—
Book/nonprint shipping

3.26 Network Expenses-

> It is expected that we will be reimbursed for a portion of these costs through federal and state funds. This has been the case for the past several years. If reimbursement disappears we are allowed to pay for these expenses from the Operating and/or Rainy Day fund. We feel we have placed a sufficient amount in operating to cover this contingency. Additionally, we pay for hotspots from this budget line.

3.31 Advertising and Public Notices
Legal ads; help wanted ads

3.33 Marketing/Advertising
Promotional products; booth rental

3.41 Official Bonds
Employee bonds; notary bonds; treasurer bonds

3.42 Other Insurance
Building insurance; D & O liability insurance

3.51 Gas
Based on history

3.52 Electricity
Based on history

3.53 Water
Based on history

3.54 Waste Disposal Service
Sewer + Trash:

3.6 Repairs/Maintenance

3.61 Buildings/Structures - it takes a lot to maintain 3 buildings

	2018	2019	2020
Building Repairs - Plumbing	$0	$0	$10,000
Exterminators	$750	$750	$500
Boiler inspection	$200	$200	$200
Elevator inspection	$120	$120	$120
Lawn & Tree Treatments	$2600	$2600	$4,000
Lawn/landscaping	$10,000	$11,000	$9,500
snow removal	$5,000	$12,000	$9,500
Building repairs- HVAC	$88,000	$80,000	$50,000
Tree Trimming	$2000	$2000	$3,000
IDEM drinking water fee	$100	$100	$100
Parking Lot-striping	$4,500	$4,500	$4,500
Locksmith	$500	$500	$500
Building Repairs – Other (carpet cleaning; contractor repairs; sprinkler maintenance, etc.)			$23,609
Building Repairs - Lighting/Electrical	$4,500	$4,500	$1,000
			$0
TOTAL	$118,270	$118,270	$116,529

3.62 Equipment Repairs - aging buildings equals more repairs and we try to keep things in good repair
Copier drums; fire extinguisher inspection/replacement; phone; contingency

3.72 Equipment Rentals
DeMotte PO Box; safety deposit box; W water cooler

3.91 Dues
MCLS ; NICCL membership fee; ILF; W Chamber; D Chamber; R Rotary & Chamber

3.93 Taxes and Assessments

3.94 Transfer to LIRF

3.95 Book Reimbursement

3.96 Petty Cash

3.98 Maintenance and service Contracts –

	2018	2019	2020
Pro Account (Flickr)	$25	$25	$50
Precision Controls – D & W HVAC	$8,396	$8,396	$9,500
Johnson Controls	$2,550	$2,550	$2,550
		$0	$0
Copiers	$4,000	$4,000	$8,700
Elevator (Kone)	$1,772	$1,825	$1,880
AVC (financial acctg)	$1,676	$1,760	$1,848
Unique Management	$1,800	$1,800	$1,400
Domain Registration – Go Daddy	$53	$56	$60
Info Express	$300	$300	$1,000
TLC	$41,000	$39,734	$39,734
Public WebBrowser	$125	$125	$125
Sophos web/email/firewall exp 2021	$7,807	$0	$0
Roeing – no special projects in 2019	$39,130	$34,000	$25,000
Engaged Patrons Events	$229	$229	$229
Hamstra – W HVAC maintenance	$1,200	$1,200	$1,300
VMware/vSphere virtual server control exp 2020	$0	$0	$186
Meraki (pd. thru 10/19)	$0	$2600	$0
Veeam (back-up maintenance) exp 2020	$0	$0	$1,791
Envisionware (formerly PC Cop)	$855	$855	$992
PrinterOn	$1,485	$1,485	$1,485
ESET Anti Virus	$0	$1699	$0
Microfilm Maintenance – 2 units	$1,490	$1,490	$1,500
Tech Logic Self-Check	$1,248	$1,284	$1,323
Direct Deposit	$500	$500	$500
D & S Web Hosting	$480	$480	$480
CG Smart Shield	$201	$201	$221
Debit/Credit Fees – Square	$260	$200	$350
TOTAL	$138,222	$112,754	$102,204

** Email Archiving and Hotspot were moved out of 3.98 to another line item in 2019

4.3 Improvements

4.4 Equipment $

(D) $2,500

(R) $2,500

(W) $2,000

(A) $100

(T) $500

(S) $34,000

4.51 Books

4.52 Periodicals & Newspapers

4.53 Non-Print (Online Databases & System Software)

Summary

In addition to the Operating Fund, the Board must also approve a budget for the Rainy Day Fund.

Fund Name	Budget
Library Operating Fund	$2,663,543
Rainy Day Fund	$726,872
Bond & Interest Redemption Fund	$0
Capital Projects Fund	$0
Library Improvement Reserve Fund	$0

S
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P.

Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, September 9, 2019, 6pm
Wheatfield Public Library

Opening of Meeting	Moment of Silence
Approval of Consent Agenda & Consent Agenda Items	Action

Minutes of August Board Meeting
Bills/Financial Reports
Policy Review (R 10, R 18, R 20, R 22)

General Business

2020 Budget Hearing (R 22)	Action
Wheatfield Library Annual Report (R 22)	Information
DeMotte Parking Lot Project Update (R 22)	Information
NILBA Dinner Invitation (R 22)	Information

Director's Report (R 22-R 27)	Information

Items for Future Agendas

Public Forum

Adjournment

To inform, enrich, and empower our diverse community.

MINUTES **August 12, 2019**
Jasper County Public Library Board of Trustees **Rensselaer Library**
6:00 PM

Present: Janet Umlauf, Kevin Kaluf, Natalie Waling, Janelle Harper, Kristie Housman, Mark Heinig, Julie Davidson, Patricia Stringfellow, Rayann Gilmore
Absent:

Agenda & Consent Agenda Approval: The Consent Agenda and Consent Agenda items including the July Board Meeting Minutes, bills/financial reports, Salary Ordinance update, Art Exhibit/Display Case Use Policy review, Bulletin Board Policy review, Photography Videotaping and Other Recording Devices Policy review, Circulation Policy revisions, and Resolution to Continue in the Public Library Internet Consortium were approved as presented, on a motion by K. Housman, seconded by J. Davidson. Motion passed.

Oath of Office – Julie Davidson: J. Davidson took her oath of office. She has been appointed to our Board by the Presidents of KV and West Central School Boards, replacing Jody Melton who has served four consecutive terms on the board and cannot be reappointed.

Committee Assignments: J. Melton's board term expired August 2, 2019. He was serving as the chair of the Bylaws and Policy Review Committee. Board President, J. Umlauf, appointed K. Housman to serve as chair through the end of 2019 and appointed J. Davidson to the committee.

User/Non User Survey Results: Our survey ended on July 31. We finished collating the data on August 7. P. Stringfellow talked about some of the data collected: slightly more than 400 surveys were completed; 29% of responses were from DeMotte, 48% from Rensselaer, and 15% from Wheatfield; checkout of books & movies was the main reason patrons reported that they use the library; internet use came in 5th on the list of reasons patrons use the library; library services ranked excellent to good; 90% of respondents found what they needed at their last visit to the library; 69% did not know about our Walking Books service; 84% have regular access to the internet elsewhere. Full results of the survey will be emailed to the Board. Data collected from the survey will be used to plan for the future and will factor into our new Long Range Plan 2020-2024.

Board Member Continuing Educations Harwood/Community Engagement: J. Umlauf and P. Stringfellow facilitated a Harwood continuing education exercise with the board. A short video about Being Turned Outward was viewed. Everyone received a copy of JCPL's Harwood Impact Statement and a Turn Quiz for members to complete on their own for self-awareness and self-reflection.

Director's Report: The women's restroom at the DeMotte Library will be getting a new countertop, and stalls will be painted in both bathrooms. P. Stringfellow had paint samples to show the board. P. Stringfellow and R. Gilmore met with the Budget Committee on August 2 to review recommendations for the 2020 budget. The Budget Committee will present their recommendations to the full board at the August 19 board meeting, and at that point the board will determine the budget they wish to advertise. Harry Mohler is actively working on the DeMotte Parking Lot plans. P. Stringfellow was invited to present at the August 1 MCLS Board Meeting, explaining the impact the Harwood Public Innovators Lab has had on our community, how it has benefitted the Indiana Library Community at large, and the impact it has had on us being an MCLS member. She co-presented with a staff member from Hamilton East Public Library. Upcoming community conversations are scheduled for September 17 & September 30. Digital Access Cards for Rensselaer Central, Kankakee Valley, DeMotte Christian, and Covenant Christian schools will be delivered this week. J. Umlauf, P. Stringfellow, and R. Gilmore will be attending the Indiana State Library Trustee Summit on August 16.

Adjournment: With no further matters for discussion J. Umlauf adjourned the meeting at 6:35 PM.

Krist Housman

Kristie Housman, Secretary

Janet Umlauf

Attest: J. Umlauf, President

MINUTES
Jasper County Public Library Board of Trustees
6:00 PM

August 19, 2019
Rensselaer Library

Present: Janelle Harper, Janet Umlauf, Mark Heinig, Natalie Waling, Julie Davidson, Patricia Stringfellow, Rayann Gilmore
Absent: Kevin Kaluf, Kristie Housman

2020 Budget: The Budget Committee consisting of K. Kaluf (Chair), M. Heinig, and N. Waling met with P. Stringfellow, Director and R. Gilmore, Business Manager to review the 2020 Budget on August 2. The growth quotient for the 2020 Budget is 3.5%. We stayed within this amount. P. Stringfellow and R. Gilmore met with our DLGF field rep on August 15. This meeting went well. The total of the combined budgets for Operating ($2,663,543) and Rainy Day ($726,872) is $3,390,415. M. Heinig moved to advertise the 2020 Budget as presented, seconded by N. Waling. Motion passed.

Adjournment: With no further matters for discussion J. Umlauf adjourned the meeting at 6:02 PM.

Janelle Harper

Janelle Harper, Secretary Pro-Tem

Janet Umlauf

Attest: J. Umlauf, President

CIRCULATION BY HOLDINGS CODE
August 2019

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	0	0	0	0
Award Winner JE (DAJE)	0	0	0	0
Award Winner JFIC (DAJFIC)	16	1	0	17
Award Winner JNF (DAJNF)	0	0	0	0
Award Winner JPFIC (DAJBPF)	0	0	0	0
Award Winning fiction (DAWFIC)	0	0	0	0
Award Winning non-fiction (DAWN	0	0	0	0
Award Winner YAFIC (DAYAF)	0	0	0	0
Award Winner YAPFIC (DAYPBF)	0	0	0	0
Biography (DBIO)	27	0	1	28
Blu-Ray (DBR)	212	12	7	231
Books on CD (DBKCD)	62	4	3	69
Books on Tape (DBKT)	0	0	0	0
Compact Disc (DCD)	85	3	9	97
Digital Audiobooks (DDA)	50	1	1	52
DVD (DDVD)	1597	62	65	1724
Equipment (DEQP)	17	0	0	17
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	0	0	0	0
Fiction (DFIC)	579	24	7	610
Fiction Fantasy (DFICF)	2	0	0	2
Fiction Inspirational (DFICI)	7	0	1	8
Fiction Mystery (DFICM)	150	5	2	157
Fiction New (DFICNEW)	491	17	26	534
Fiction Science Fiction (DFICSF)	7	0	2	9
Fiction Western (DFICW)	16	0	0	16
Genealogy (DGENE)	0	0	0	0
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	150	3	1	154
Hanging Bags (DHANG)	4	0	0	4
Hotspots (DWIFI)	4	37	5	46
ILL (DILL)	20	0	1	21
Internet (DINTER)	455	0	0	455
Juv. Audio book (DJAUDB)	27	0	4	31
Juv. Biography (DJBIO)	24	1	0	25
Juv. Book on CD (DJBKCD	0	0	0	0
Juv. Book on Tape (DJBKT)	0	0	0	0
Juv. Compact Disc (DJCD)	24	0	0	24
Juv. Digital Device (DJDDP)	19	0	0	19
Juvenile Easy (DJE)	617	32	15	664
Juv. Easy Non-fiction (DJENF)	50	5	0	55
Juv. Easy Reader (DJER)	360	3	0	363
Juv. Easy Reader NF (DJERN)	10	0	4	14
Juv. Fiction (DJFIC)	560	13	5	578
Juv. Graphic Novel (DJGN)	23	0	0	23
Juv. Holiday books (DJHOL)	12	0	0	12
Juv. Magazine (DJMAG)	10	0	0	10
Juv. Music Cassette (DJMC)	0	0	0	0
Juv. Nonfiction (DJNF)	256	14	15	285

Juv. Nonfic Text Bk (DJNFTB)	0	0	0	0
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	0	0	0
Juv. Reference (DJREF)	0	0	0	0
Juv. Toddler (DJTOD)	124	1	0	125
Large Print Fiction (DLPF)	114	15	2	131
Large Print Inspirational (DLPI)	0	0	0	0
Large Print Mystery (DLPM)	0	0	0	0
Large Print New (DLPN)	124	8	5	137
Large Print Nonfic (DLPNF)	5	0	1	6
Large Print Western (DLPW)	0	0	0	0
Magazine (DMAG)	342	0	2	344
Music Cassette (DMCAS)	0	0	0	0
Nonfiction 000 (DNF000)	1	1	0	2
Nonfiction 100 (DNF100)	6	1	0	7
Nonfiction 200 (DNF200)	12	0	1	13
Nonfiction 300 (DNF300)	30	3	1	34
Nonfiction 400 (DNF400)	8	0	0	8
Nonfiction 500 (DNF500)	5	1	0	6
Nonfiction 600 (DNF600)	116	1	9	126
Nonfiction 700 (DNF700)	34	3	12	49
Nonfiction 800 (DNF800)	6	0	0	6
Nonfiction 900 (DNF900)	33	3	1	37
Nonfiction Blu-Ray (DNFBR)	3	0	0	3
Nonfiction DVD (DNFDVD)	56	1	4	61
Nonfiction (DNFIC)	12	0	0	12
Nonfiction New (DNFNEW)	110	7	6	123
Nonfiction VHS (DNFVHS)	0	0	0	0
Oversize (DOVER)	2	0	0	2
Professional Coll. (DPROF)	0	0	0	0
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	0	0	0	0
Playaway View (DVIEW)	0	0	0	0
Reference (DREF)	0	0	0	0
Ref. Magazine (DRMAG)	0	0	0	0
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	8	0	0	8
Software (DSWAR)	0	0	0	0
SRCS (SRCS) DeMotte	0	0	0	0
SRCS (From other libraries ILL-SR	0	130	2	132
SRCS (SRCSW) Wheatfield	0	0	0	0
STEAM Kits (DSTEAM)	14	0	0	14
Vertical File (DVF)	0	0	0	0
VHS (DVHS)	0	0	0	0
YA Audio book (DYAUDB)	2	0	0	2
YA Biography (DYAB)	0	2	0	2
YA Books on CD (DYABKCD)	0	0	0	0
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	77	2	3	82
YA Music CD (DYACD)	0	0	0	0
YA Nonfiction (DYANF)	8	0	0	8
YA Paperback Fic (DYAPBF)	0	0	0	0
Storage (DZSTO)	2	0	0	2
Award Winner JBIO (RAJBIO)	0	0	0	0

Award Winner JE (RAJE)	0	0	0	0
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	4	16	0	20
Blu-Ray (RBR)	23	486	9	518
Books on CD (RBKCD)	5	87	0	92
Books on Tape (RBKT)	0	0	0	0
Compact Disc (RCD)	33	147	7	187
Digital Audiobooks (RDA)	5	9	0	14
DVD (RDVD)	43	2430	40	2513
Equipment (REQP)	0	8	0	8
See librarian (RERR)	0	0	0	0
Express Book (REXP)	0	0	0	0
Fiction (RFIC)	24	539	15	578
Fiction Inspirational (RFICI)	0	0	0	0
Fiction New (RFICNEW)	16	342	17	375
Genealogy (RGENE)	0	0	0	0
Genealogy Mag (RGMAG)	0	0	0	0
Gen. Milroy Coll (RGMIL)	0	0	0	0
Graphic Novels (RGN)	7	89	2	98
Hanging Bag (RHANG)	0	4	0	4
Hotspots (RWIFI)	5	30	7	42
ILL (RILL)	0	37	1	38
Internet (RINTER)	0	786	0	786
Juv. Audio book (RJAUDB)	2	20	0	22
Juv. Biography (RJBIO)	2	9	0	11
Juv. Book on CD (RJBKCD)	0	0	0	0
Juv. Book on Tape (RJBKT)	0	0	0	0
Juv. Compact Disc (RJCD)	0	14	0	14
Juv. Digital Device (RJDDP)	4	3	1	8
Juvenile Easy (RJE)	7	549	7	563
Juv. Easy Non-fiction (RJENF)	1	77	3	81
Juv. Easy Reader (RJER)	7	279	2	288
Juv. Easy Reader NF (RJERN)	2	10	1	13
Juv. Fiction (RJFIC)	26	372	6	404
Juv. Graphic Novel (RJGN)	4	13	1	18
Juv. Magazine (RJMAG)	0	6	0	6
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	6	202	7	215
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	0	1	0	1
Juv. Reference (RJREF)	0	0	0	0
Juv. Toddler (RJTOD)	0	96	1	97
Large Print Fiction (RLPF)	4	144	4	152
Large Print Inspirational	0	0	0	0
Large Print Mystery (RLPM)	0	0	0	0
Large Print New (RLPN)	4	97	3	104
Large Print Nonfic (RLPNF)	2	9	0	11
Large Print Western (RLPW)	0	0	0	0
Magazine (RMAG)	0	202	0	202
Music Cassette (RMCAS)	0	0	0	0
Non-Fiction 000 (RNF000)	0	6	0	6
Non-Fiction 100 (RNF100)	1	25	2	28
Non-Fiction 200 (RNF200)	3	12	0	15
Non-Fiction 300 (RNF300)	1	19	8	28
Non-Fiction 400 (RNF400)	1	6	1	8

Non-Fiction 500 (RNF500)	1	26	3	30
Non-Fiction 600 (RNF600)	19	85	27	131
Non-Fiction 700 (RNF700)	1	25	2	28
Non-Fiction 800 (RNF800)	4	5	0	9
Non-Fiction 900 (RNF900)	5	24	1	30
Nonfiction Blu-Ray (RNFBR)	1	6	0	7
Nonfiction DVD (RNFDVD)	7	175	2	184
Nonfiction (RNFIC)	0	0	0	0
Nonfiction New (RNFNEW)	20	124	16	160
Nonfiction VHS (RNFVHS)	0	0	0	0
Oversize (ROVER)	0	4	0	4
Playaway View (RVIEW)	1	5	0	6
Professional Coll. (RPRO)	0	2	0	2
Reference (REF)	0	0	0	0
Reference Business (RREFB)	0	0	0	0
Ref. Magazine (RRMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	0	10	0	10
Software (RSWAR)	0	2	0	2
SRCS (SRCS) DeMotte	59	5	11	75
SRCS (From other libraries ILL-SR	0	0	0	0
SRCS (SRCSW) Wheatfield	3	4	38	45
STEAM Kits (RSTEAM)	0	2	0	2
Vertical File (RVF)	0	0	0	0
VHS (RVHS)	0	0	0	0
YA Audio book (RYAUDB)	0	2	0	2
YA Biography (RYAB)	0	0	0	0
YA Books on CD (RYABKCD)	0	0	0	0
YA Books on Tape (RYABKT)	0	0	0	0
YA Fiction (RYAF)	5	55	2	62
YA Music CD (RYACD)	20	30	0	50
YA Nonfiction (RYANF)	0	3	2	5
YA Paperback Fic (RYAPBF)	0	0	0	0
Storage (RZSTO)	0	3	0	3

Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	3	0	11	14
Blu-Ray (WBR)	9	5	242	256
Books on CD (WBKCD)	7	8	104	119
Books on Tape (WBKT)	0	0	0	0
Compact Disc (WCD)	27	9	77	113
Digital Audiobooks (WDA)	3	1	17	21
DVD (WDVD)	50	23	1532	1605
Equipment (WEQP)	0	0	7	7
See librarian (WERR)	0	0	0	0
Express Book (WEXP)	0	0	0	0
Fiction (WFIC)	17	11	188	216
Fiction Fantasy (WFICF)	0	0	5	5
Fiction Inspirational (WFICI)	14	3	60	77
Fiction Mystery (WFICM)	2	2	32	36
Fiction New (WFICNEW)	36	13	168	217
Fiction Science Fiction (WFICSF)	0	1	2	3
Fiction Western (WFICW)	0	0	2	2
Genealogy (WGENE)	0	0	0	0

Genealogy Mag (WGMAG)	0	0	0	0
Graphic Novels (WGN)	24	1	44	69
Hanging Bags (WHANG)	0	0	7	7
Hotspots (WWIFI)	3	31	10	44
ILL (WILL)	6	0	14	20
Internet (WINTER)	0	0	247	247
Juv. Audio book (WJAUDB)	2	0	38	40
Juv. Biography (WJBIO)	1	0	4	5
Juv. Book on CD (WJBKCD)	0	0	0	0
Juv. Book on Tape (WJBKT)	0	0	0	0
Juv. Compact Disc (WJCD)	0	2	4	6
Juv. Digital Device (WJDDP)	1	0	8	9
Juvenile Easy (WJE)	18	13	442	473
Juv. Easy Non-fiction (WJENF)	0	0	39	39
Juv. Easy Reader (WJER)	1	0	139	140
Juv. Easy Reader NF (WJERN)	0	0	5	5
Juv. Fiction (WJFIC)	43	19	158	220
Juv. Graphic Novel (WJGN)	1	2	13	16
Juv. Magazine (WJMAG)	0	0	19	19
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	5	7	121	133
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	0	0
Juv. Toddler (WJTOD)	3	3	189	195
Large Print Fiction (WLPF)	5	7	64	76
Large Print Inspirational (WLPI)	0	1	0	1
Large Print Mystery (WLPM)	1	1	9	11
Large Print New (WLPN)	10	10	89	109
Large Print Nonfic (WLPNF)	0	1	4	5
Large Print Western (WLPW)	0	0	0	0
Magazine (WMAG)	5	0	115	120
Non-Fiction 000 (WNF000)	0	0	1	1
Non-Fiction 100 (WNF100)	0	2	5	7
Non-Fiction 200 (WNF200)	2	1	8	11
Non-Fiction 300 (WNF300)	1	2	11	14
Non-Fiction 400 (WNF400)	1	0	0	1
Non-Fiction 500 (WNF500)	0	0	4	4
Non-Fiction 600 (WNF600)	6	4	46	56
Non-Fiction 700 (WNF700)	1	2	14	17
Non-Fiction 800 (WNF800)	0	0	4	4
Non-Fiction 900 (WNF900)	0	1	24	25
Nonfiction Blu-Ray (WNFBR)	0	0	0	0
Nonfiction DVD (WNFDVD)	3	2	88	93
Nonfiction (WNFIC)	0	0	0	0
Nonfiction New (WNFNEW)	11	2	59	72
Nonfiction VHS (WNFVHS)	0	0	0	0
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0
Playaway View (WVIEW)	1	0	13	14
Reference (WREF)	0	0	0	0
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	0	0	0	0

Software (WSWAR)	0	0	0	0
SRCS (SRCS) DeMotte	0	0	0	0
SRCS (From other libraries ILL-SR	0	0	0	0
SRCS (SRCSW) Wheatfield	0	0	0	0
STEAM Kits (WSTEAM)	1	0	9	10
Vertical file (WVF)	0	0	3	3
VHS (WVHS)	0	0	0	0
YA Biography (WYAB)	1	0	0	1
YA Books on CD (WYABKCD)	0	0	13	13
YA Books on Tape (WYABKT)	0	0	0	0
YA Fiction (WYAF)	11	6	104	121
YA Music CD (WYACD)	0	0	0	0
YA Nonfiction (WYANF)	2	1	3	6
YA Paperback Fic (WYAPBF)	0	0	0	0
Storage (WZSTO)	0	0	0	0
TOTAL	7923	8391	5110	21424

CIRCULATION BY HOLDINGS CODE
August 2019

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	0	0	0
Award Winner JE (AJE)	0	0	0	0
Award Winner JFIC (AJFIC)	16	1	0	17
Award Winner JNF (AJNF)	0	0	0	0
Award Winner JPFIC (AJPF)	0	0	0	0
Award Winning fiction (AWFIC)	0	0	0	0
Award Winning non-fiction (AWNF	0	0	0	0
Award Winner YAFIC (AYAF)	0	0	0	0
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	34	16	12	62
Blu-Ray (BR)	248	509	258	1015
Books on CD (BKCD)	74	99	107	280
Books on Tape (BKT)	0	0	0	0
Compact Disc (CD)	145	159	93	397
Digital Audiobooks (DA)	58	11	18	87
DVD (DVD)	1690	2515	1637	5842
Equipment (EQP)	17	8	7	32
See librarian (ERR)	0	0	0	0
Express Book (EXP)	0	0	0	0
Fiction (FIC)	620	574	210	1404
Fiction Fantasy (FICF)	2	0	5	7
Fiction Inspirational (FICI)	21	3	61	85
Fiction Mystery (FICM)	152	7	34	193
Fiction New (FICNEW)	543	372	211	1126
Fiction Science Fiction (FICSF)	7	1	4	12
Fiction Western (FICW)	16	0	2	18
Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0
Graphic Novels (GN)	181	93	47	321
Hanging Bags (HANG)	4	4	7	15
Hotspots (WIFI)	12	98	22	132

ILL (ILL)	26	37	16	79
Internet (INTR)	455	786	247	1488
Juv. Audio book (JAUDB)	31	20	42	93
Juv. Biography (JBIO)	27	10	4	41
Juv. Book on CD (JBCD)	0	0	0	0
Juv. Book on Tape (JBKT)	0	0	0	0
Juv. Compact Disc (JCD)	24	16	4	44
Juv. Digital Device (JDDP)	24	3	9	36
Juvenile Easy (JE)	642	594	464	1700
Juv. Easy Non-Fiction (JENF)	51	**82**	42	175
Juv. Easy Reader (JER)	368	282	141	791
Juv. Easy Reader NF (JERN)	12	10	10	32
Juv. Fiction (JFIC)	629	404	169	1202
Juv. Graphic Novel (JGN)	28	15	15	58
Juv. Holiday (JHOL)	12	0	0	12
Juv. Magazine (JMAG)	10	6	19	35
Juv. Music Cassette (JMC)	0	0	0	0
Juv. Nonfiction (JNF)	267	223	143	633
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback Fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	1	0	1
Juv. Reference (JREF)	0	0	0	0
Juv. Toddler (JTOD)	127	100	190	417
Large Print Fiction (LPF)	123	166	70	359
Large Print Inspirational (LPI)	0	1	0	1
Large Print Mystery (LPM)	1	1	9	11
Large Print New (LPN)	138	115	97	350
Large Print Nonfic (LPNF)	7	10	5	22
Large Print Western (LPW)	0	0	0	0
Magazine (MAG)	347	202	117	666
Music Cassette (MCAS)	0	0	0	0
Non-Fiction 000 (NF000)	1	7	1	9
Non-Fiction 100 (NF100)	7	28	7	42
Non-Fiction 200 (NF200)	17	13	9	39
Non-Fiction 300 (NF300)	32	24	20	76
Non-Fiction 400 (NF400)	10	6	1	17
Non-Fiction 500 (NF500)	6	27	7	40
Non-Fiction 600 (NF600)	141	90	82	313
Non-Fiction 700 (NF700)	36	30	28	94
Non-Fiction 800 (NF800)	10	5	4	19
Non-Fiction 900 (NF900)	38	28	26	92
Non-Fiction Blu-Ray (NFBR)	4	6	0	10
Non-Fiction DVD (NFDVD)	66	178	94	338
Nonfiction (NFIC)	12	0	0	12
Nonfiction New (NFNEW)	141	133	81	355
Nonfiction VHS (NFVH)	0	0	0	0
Oversize (OVER)	2	4	0	6
Professional Coll. (PROF)	0	2	0	2
Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	0	0	0	0
Playaway View (VIEW)	2	5	13	20
Reference (REF)	53	35	33	121
Reference Business (REFB)	0	0	0	0
Ref. Magazine (RMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0

Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	8	10	0	18
Software (SWAR)	0	2	0	2
SRCS (SRCS) DeMotte	59	5	11	75
SRCS (From other libraries III-SRC	0	130	2	132
SRCS (SRCSW) Wheatfield	3	4	38	45
STEAM Kits (STEAM)	15	2	9	26
Vertical File (VF)	0	0	0	0
VHS	0	0	0	0
YA Audio book (YAUDB)	2	2	13	17
YA Biography (YAB)	1	2	0	3
YA Books on CD (YABKCD)	0	0	13	13
YA Books on Tape (YABKT)	0	0	0	0
YA Fiction (YAF)	93	63	109	265
YA Music CD (YACD)	20	30	0	50
YA Nonfiction (YANF)	10	4	5	19
YA Paperback Fic (YAPBF)	0	0	0	0
Storage (ZSTO)	2	3	0	5
				0
Free reads	171	184	109	464
Games/Puzzles	61	72	3	136
Talking books	0	0	0	0
Assignment Shelf Books	0	0	0	0
TOTAL	8212	8688	5266	22166

	DeMotte	**Rensselaer**	**Wheatfield**	
ADULT BOOKS				
Fiction	1796	1427	812	4035
Nonfiction	581	505	332	1418
CHILDREN'S BOOKS				
Fiction	1822	1406	989	4217
Nonfiction	357	316	189	862
YA BOOKS				
Fiction	274	156	156	586
Nonfiction	11	6	5	22
Juv. Digital Devices Pre-loaded	24	3	9	36
Magazines, Adult	347	202	117	666
Magazines, Children	10	6	19	35
Sound Recordings, adult	279	271	244	794
Sound Recordings, ch	79	70	53	202
Online databases	0	0	0	0
Software	0	2	0	2
SRCS	62	139	51	252
STEAM Kits	15	2	9	26
Vertical file	0	0	0	0
VHS/DVD/Blu-Ray	2010	3213	2002	7225
Equipment	29	106	29	164
Total	7696	7830	5016	20542
A-V Circulation	2368	3556	2299	8223
A-V Circulation as % of total	30.8%	45.4%	45.8%	40.0%

CIRCULATION STATISTICS

August 2019

	DEMOTTE			RENSSELAER			WHEATFIELD			SYSTEM
	Added Vols.	Withdrew Vols.	**Circulation**	Added Vols.	Withdrew Vols.	**Circulation**	Added Vols.	Withdrew Vols.	**Circulation**	**Total Circ.**
ADULT BOOKS										
Fiction	105	88	**1,796**	100	44	**1,427**	96	402	**812**	**4,035**
Nonfiction	50	5	**581**	70	4	**505**	23	0	**332**	**1,418**
CHILDREN'S BKS										
Fiction	77	8	**1,822**	69	2	**1,406**	26	8	**989**	**4,217**
Nonfiction	19	52	**357**	6	0	**316**	2	14	**189**	**862**
YA BOOKS										
Fiction	22	318	**274**	17	40	**156**	17	84	**156**	**586**
Nonfiction	0	0	**11**	0	0	**6**	1	0	**5**	**22**
J Digital Devices	0	0	**24**	0	0	**3**	0	0	**9**	**36**
Magazines,Adult	0	0	**347**	0	0	**202**	0	0	**117**	**666**
Magazines, Child	0	0	**10**	0	0	**6**	0	0	**19**	**35**
Games, Toys	0	0	**279**	0	0	**0**	0	0	**0**	**279**
Sound Rec/Adult	26	0	**79**	9	0	**271**	41	33	**244**	**594**
Sound Rec/Child	5	51	**0**	5	0	**70**	8	23	**53**	**123**
Online Databases	0	0	**0**	0	0	**0**	0	0	**0**	**0**
Software	0	0	**0**	0	0	**2**	0	0	**0**	**2**
SRCS	0	0	**62**	0	0	**139**	0	0	**51**	**252**
STEAM Kits	0	0	**15**	0	0	**2**	0	0	**9**	**26**
Vertical Files	0	0	**0**	0	0	**0**	0	0	**0**	**0**
DVD/BluRay	55	1	**2,010**	99	4	**3,213**	71	75	**2,002**	**7,225**
Equipment	0	0	**29**	0	0	**106**	0	0	**29**	**164**
TOTAL	359	523	**7,696**	375	94	**7,830**	285	639	**5,016**	**20,542**

END OF MONTH:	**DEMOTTE**	**RENSSELAER**	**WHEATFIELD**
Total Materials Owned	84,721	77,776	61,398
Circulation Increase/Decrease	**1.0%**	**-7.4%**	**-12.2%**

MONTHLY SYSTEM STATISTICS	2018	2019	% change
Current month's Circulation	21,786	20,542	-5.7%
Jan. to date circulation	175,369	166,190	-5.2%

R3

DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION		
Start of Month Volumes	**End of Month** Volumes	**Start of Month** Volumes	**End of Month** Volumes	**Start of Month** Volumes	**End of Month** Volumes	
XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXX	
						ADULT BOOKS
23,524	23,541	15,661	15,717	17,303	16,997	**Fiction**
19,792	19,837	19,422	19,488	8,185	8,208	**Nonfiction**
						CHILDREN'S BKS
16,466	16,535	14,679	14,746	13,400	13,418	**Fiction**
9,401	9,368	6,566	6,572	6,986	6,974	**Nonfiction**
						YA BOOKS
2,654	2,358	3,500	3,477	3,410	3,343	**Fiction**
615	615	406	406	142	143	**Nonfiction**
				0	0	**J Digital Devices**
				2	2	**Magazines,Adult**
				0	0	**Magazines, Child**
0	0	0	0	0	0	**Games, Toys**
4,073	4,099	596	605	4,708	4,716	**Sound Rec/Adult**
718	672	4,514	4,519	923	908	**Sound Rec/Child**
20	20	646	646	16	16	**Online Databases**
64	64	17	17	-21	-21	**Software**
		0	0	0	0	**SRCS**
4		6	6	6	6	**STEAM Kits**
105	105	-1	-1	43	43	**Vertical Files**
7,335	7,389	11,341	11,436	6,592	6,588	**VHS/DVD/Blu-ray**
118	118	142	142	57	57	**Equipment**
84,889	84,721	77,495	77,776	61,752	61,398	**TOTAL**
XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXX	XXXXXXXXXXX	XXXXXXXXXXX	XXXXXXXXXXX

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT R5

August 2019

	DeMotte	Hrs.	Rensselaer	Hrs.	Wheatfield	Hrs.	TOTAL	HOURS SPENT
INTRALIBRARY LOANS FILLED	257	56	268	58	316	68	841	182
LOCAL HISTORY								
In person	5	1	3	1	0	0	8	2
Letters written	2	2	10	10	0	0	12	12
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use-Wired	455	19	786	33	247	10	1488	62
Internet use-Wireless	1736		2387		744		4867	
VCR Use	0	0	0	0	0	0	0	0
Microforms	5	1	16	2	0	0	21	3
Public FAX24	65		41		58		164	
Typewriter use	0	0	0	0	0	0	0	0
Other equipment used	0	0	23	8	1	0	24	8
OTHER LIBRARY SERVICES USED								
One-on-One Instruction	59		14		1		74	
Outreach activities	43	43	8	5	0	0	51	34
Notarized documents	0	0	0	0	0	0	0	0
Meeting Room Use (no. of grou	27	9	52	17	21	7	100	33
Study room use	51	4	15	1	21	2	87	7
Proctoring	0	0	3	2	0	0	3	2
Tax Forms distributed	0	0	0	0	0	0	0	0
Pull Requests	0	0	0	0	0	0	0	0
E-books downloaded							2518	
IN-HOUSE USE ITEMS	1741		198		116		2055	
SELF-CHECKOUT USE	94		379		115		588	
INTERLIBRARY LOANS								
Requests made for:							134	34
Items rec'd for:							121	61
Items requested by other librari								
Items supplied to other libraries							30	15

REGISTRATIONS

	DeMotte	Rensselaer	Wheatfield	TOTAL
Total Borrowers	7386	11119	4591	23096
Non-resident, paying	0	0	0	0
PLAC card users	0	0	0	0
Reciprocal borrowers	272	457	125	854
Number of New Patrons Added	47	61	23	

PROGRAMS

	DeMotte	Hrs.	Rensselaer	Hrs.	Wheatfield	Hrs.	TOTAL	HOURS SPENT
Programs for all ages	0	0	1	6	0	0	1	6

Children's Programs (0-13)	5	30	11	66	11	66	27	162
Number attending	17		143		773		933	
YA Programs (14-17)	0	0	0	0	0	0	0	0
Number attending	0		3		3		6	
Adult Programs	4	24	4	24	0	0	8	48
Number attending	32		57		145		234	
Senior Citizen Programs	8	48	2	12	4	24	14	84
Number attending	50		17		71		138	
Total Number of Programs	**17**	102	**18**	108	**15**	90	**50**	300
Total Persons Attending	**99**		**220**		**992**		**1311**	
Total Attending Same Month Last Yr.	890		122		296		1308	
Total Staff Hours Spent		237		245		178	660	754
Total Number of In-House Progra	**13**		**18**		**10**		**41**	
Total Attendance	**89**		**220**		**128**		**437**	
Total Number of Outreach Progra	**4**		**0**		**5**		**9**	
Total Attendance	**10**		**0**		**864**		**874**	

CIRCULATION BY PATRON CODE

PATRONS	**DeMotte**		**Rensselaer**		**Wheatfield**		**ALL LIBRARIES**	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	3603	46.8%	5068	64.5%	3719	74.8%	12390	60.3%
Corporate	9	0.1%	5	0.1%	0	0.0%	14	0.1%
Juvenile 0-11	31	0.4%	206	2.6%	13	0.3%	250	1.2%
Juvenile-AV	779	10.1%	563	7.2%	549	11.0%	1891	9.2%
Nonresident No Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Nonresident Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
PLAC (state library card)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Adult	183	2.4%	372	4.7%	33	0.7%	588	2.9%
Reciprocal Juvenile	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Juvenile AV	74	1.0%	39	0.5%	0	0.0%	113	0.6%
Reciprocal YA	1	0.0%	0	0.0%	0	0.0%	1	0.0%
Reciprocal YA AV	0	0.0%	0	0.0%	0	0.0%	0	0.0%
School	0	0.0%	52	0.7%	0	0.0%	52	0.3%
School AV	0	0.0%	15	0.2%	0	0.0%	15	0.1%
St. Joseph College	0	0.0%	0	0.0%	0	0.0%	0	0.0%
SRCS	0	0.0%	28	0.4%	0	0.0%	28	0.1%
Staff	2672	34.7%	1264	16.1%	490	9.8%	4426	21.6%
Walking books	61	0.8%	72	0.9%	25	0.5%	158	0.8%
YA 12-17	69	0.9%	9	0.1%	0	0.0%	78	2.6%
YA-AV	218	2.8%	169	2.1%	146	2.9%	533	2.6%
Total	7700		7862		4975		20537	
All items borrowed by nonresidents	258	3.4%	478	6.1%	33	0.7%	769	3.7%

R 10

Bylaws of the Board of Trustees
# of the
Jasper County Public Library

ARTICLE I

ORGANIZATION

Section 1 **Name**. The name of this board shall be the Board of Trustees of the Jasper County Public Library, hereinafter referred to as "the Board". The Jasper County Public Library will be hereinafter referred to as "the Library."

Section 2 **Organization**. The Library is a Class One Public Library operating under the Public Library Law of 1947 and the Library Services Authority of 1967 of the State of Indiana. The Board exercises the powers and authority and assumes the responsibilities delegated to it under the provisions of I.C. 36-12.

Section 3 Geographical boundaries of the Library and taxed library district include all of Jasper County, Indiana, with the exception of Remington and Carpenter Township.

ARTICLE II

STATUTORY AUTHORITY

The Board shall govern and set policy for all of the affairs of the public library under the provisions of I.C. 36-12-3-3. It may make rules for the discharge of its responsibilities, and it may manage and insure all real property belonging to the public library.

ARTICLE III

PURPOSE AND DUTIES

Section 1 The Board shall govern and set written policy for the library. It has the power to make all rules and regulations for the discharge of its responsibility.

Section 2 The Board shall employ a competent and qualified library Director to carry out its policies, under provisions of I.C. 36-12-2-24.

Section 3 The Board shall plan for the future of the library in light of the needs of the community, securing adequate facilities and funds to carry out the library's program of service.

Section 4 The Board shall monitor and evaluate the overall effectiveness of the library.

Section 5 The Board shall act as an advocate for the library in the community and advocate for the community as a Board.

ARTICLE IV

TRUSTEES

Section 1 **Appointments** . The application, appointment, term and removal of trustees shall be in accordance with provisions of I.C. 36-12-2-7 to 9 and I.C. 36-12-2-11 and I.C. 36-12-2-18 to 20.

Section 2 **Compensation**. According to the provisions of I.C. 36-12-2-21, members of the Board shall serve without compensation. A board member may not serve as a paid employee of the public library.

ARTICLE V

MEETINGS

Section 1 **Open Door Law**. Meetings of the Board are subject to Indiana's Open Door Law, I.C. 5-14-1.5. All meetings of the Board, except necessary executive sessions, shall be open to the public.

Section 2 **Meetings**. The Board shall meet at least monthly, and at any other times a meeting is necessary, under provisions of I.C. 36-12-2-23.

Section 3 **Regular monthly meetings**. Meetings will be held in the second week of the month.

Ten meetings will be held at the Rensselaer Library, one meeting per year will be held at the DeMotte Library and one per year at the Wheatfield Library. Dates and places for the following year will be determined annually. A Board of Finance meeting will be held annually in January.

Section 4 **Special meetings**. Special meetings may be called by the President or by any two board members, provided that all members are given prior notice, written or oral, of the date, time, place and purpose of such meetings, according to provisions of I.C. 36-12-2-23. Public notice must also be given of such meetings, in accordance with provisions of I.C. 5-14-1.5-5.

Section 5 **Executive sessions**. Executive sessions may be called by the President or any two (2) Board members and must appear on the agenda of the meeting. Executive sessions may be held only in the following instances under provisions of I.C. 5-14-1.5-6 :

where authorized by federal or state statute

for discussion of strategy with respect to: collective bargaining; initiation of litigation or pending or threatened litigation; the implementation of security systems; the purchase or lease of real property

interview with industrial or commercial prospects or their agents

with respect to any employee's status or alleged misconduct

for discussion of confidential records

to discuss job performance evaluation of individual employees

Section 6 **Quorum**. For all board meetings, four (4) members shall constitute a quorum.

Section 7 **Majority vote**. An affirmative vote of the majority of all board members present shall be necessary to approve any action before the board.

Section 8 **Conduct of meetings**. Conduct of all meetings will be according to the most recently revised edition of Robert's Rules of Order.

Section 9 **Recommended order of business**

Executive session (when necessary)
Approval of agenda format and of consent agenda items
General business
Director's Report
Items for future agendas
Public forum
Adjournment

Section 10 **Director.** The Director as advisor to the Board and committees shall, unless excused, attend all meetings and take part in all deliberations but shall have no vote.

ARTICLE VI

OFFICERS OF THE BOARD

Section 1 The Board shall elect annually a President, Vice-President, Secretary and Treasurer, under provisions of I.C. 36-12-2-23. Terms of office shall begin on January 1. Officers shall be elected for no more than two (2) consecutive terms in the same office.

Section 2 **President.** The president shall preside at all board meetings, appoint all standing or special committees and perform other duties normally associated with the office or assigned by the Board.

Section 3 **Vice-president.** The vice-president shall preside over meetings in the absence of the president and shall perform such duties assigned by the President.

Section 4 **Secretary.** The secretary shall oversee minute-taking and correspondence done by library staff on behalf of the Board. The Board treasurer shall be the Assistant Secretary, acting in the absence of the Secretary.

Minutes will record the following: date, time and place of meeting; members present; general substance of all matters proposed, discussed or decided; results of all votes taken, by individual members if there is a roll call, under provisions of I.C. 5-14-1.5-4b.

The minutes shall be available within one week after the meeting and are open for public inspection and copying, according to provisions of I.C. 5-14-1.5-4c.

Section 5 **Treasurer.** The treasurer shall be responsible for insuring that adequate financial records are kept by library staff, accurate and timely financial reports are delivered to the board and an audit of the system's finances is completed. ~~bi-annually.~~

The treasurer shall issue warrants which are approved by the board in payment of expenses lawfully incurred in behalf of the library. At each November meeting, the board will appoint a board member to act as assistant treasurer for the following year.

The treasurer shall give a surety bond for the faithful performance of his/her duty and for the accurate accounting of all money coming into his/her custody, in accordance with I.C. 36-12-2-22. Any other officer authorized by the Board to sign checks shall also give such bond.

Section 6 **Nominating Committee:** The Nominating Committee shall present a slate of officers at the November meeting. The Board shall elect officers at the December meeting. Nominations will be accepted from the floor but must have a second and the consent of the nominated trustee. If there are nominations from the floor, voting shall be by written ballot; otherwise, election shall be by consensus.

Section 7 **Vacancies**. When officer vacancies occur, the President shall appoint a replacement who will serve for the unexpired term only. If the appointment is for less than six months, the term will not be counted as a one (1) year term of office. Appointee may then serve for two additional terms in that same office if elected.

ARTICLE VII

FINANCES

Section 1 **Finance powers.** The Board shall have such finance powers as are set forth in I.C. 36-12-3-10, shall establish funds to keep money and securities of the library, in accordance with I.C. 36-12-3-11, shall invest excess funds in accordance with I.C. 5-13-9.

Section 2 **Borrowing.** Any funds authorized by law to be borrowed, may be borrowed only by resolution of the Board; however, the execution of any documents related to the borrowing may be executed by any two Board officers.

Section 3 **Special Board of Finance.** The full Board shall constitute the Special Board of Finance which shall meet as designated by I.C. 5-13-8 and shall maintain the same officers as the Library Board.

ARTICLE VIII

COMMITTEES

Section 1 The President shall appoint 3-member standing committees at the January meeting. Standing committees shall consist of the Budget Committee, Bylaws and Policy Review Committee, Director's Evaluation Committee, and Nominating Committee.

Section 2 Other committees shall be appointed at the discretion of the President.

ARTICLE IX

ROLE OF THE DIRECTOR

The Director, as the administrative head of the library, shall be responsible to the Board for the operation and management of the library. The Director shall also act as advisor to the Board and its committees. The Board shall maintain a current written job description for the Director, which sets forth, in detail, the role of the Director.

ARTICLE X

ETHICS/CONFLICT OF INTEREST FOR TRUSTEES

Trustees, in the capacity of trust imposed upon them, shall observe ethical standards with absolute truth, integrity, and honor.

Trustees must promote a high level of service while observing ethical standards.

Trustees must avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues, or the institution.

Trustees will not use the library for personal advantage or the personal advantage of friends or relatives.

It is incumbent upon any Trustee to disqualify himself/herself immediately whenever the appearance of a conflict of interest exists.

ARTICLE XI

NEPOTISM

Close relatives of Board members and staff shall not be employed by the Library. Close relatives are defined to include: spouses, parents, children, brothers, sisters, brothers-and sisters-in-law, fathers-and mothers-in law, sons- and daughters-in-law, stepparents, stepbrothers, stepsisters, and stepchildren.

ARTICLE XII

AMENDMENTS

Section 1 Amendments to these bylaws may be proposed at any meeting of the Board.

Section 2 Voting on any proposed amendment will not occur until the next regular meeting following its proposal.

3/95; revised 10/16; reviewed 9/18

R18

JASPER COUNTY PUBLIC LIBRARY
Mission Statement

The Jasper County Public Library's mission is to inform, enrich and empower our diverse community.

Role

- The Library provides easy access to:

  Books
  Magazines
  Newspapers
  CDs
  ~~VHS/~~DVDs/BluRays
  Hotspots
  STEAM Kits
  Audio Books/~~Playaways~~/Ebooks
  Computer Software
  Research Materials
  Wired & Wireless Internet
  Computers/Printers/Scanners
  Digital Devices, pre-loaded

- The Library offers easy access to our facilities, providing convenient hours and adequate space for materials, programming and quiet study.
- The Library serves as a cultural and community center, providing classes, programs and a place for the community to gather.
- The Library is a center for access to local history and genealogical resources relevant to Jasper County.
- The Library is on the forefront of the information age. We make it a priority to continually evaluate rapidly changing technology, selecting those technologies which improve or enhance our service.
- The Library cooperates with other libraries to provide better service to its users and make the most effective and efficient use of its tax dollars.
- Trained staff assists users in making full use of library resources, programs, and facilities.

Our Values

- We provide prompt, accurate and friendly service.
- We treat all library users with equal respect and consideration.
- We consider every question valid.
- We provide information expressing various viewpoints.
- We respect and protect the privacy of our patrons to the fullest extent permissible by law.
- We are committed to Intellectual Freedom. We encourage the exchange of ideas and information. We resist all efforts to censor Library resources.
- We encourage and support the highest level of personal initiative and professional development. We provide creative challenges, financial remuneration and continuing education for all staff.
- We foster and support teamwork, cooperation and involvement at all levels of the organization. We treat each other with respect and integrity and work as a team with the board.

Adopted 1/17/95; revised 9/19

R 20

Blu-ray and DVD POLICY

1. Borrower must be a registered JCPL library user in good standing.

2. Borrower must be 18 years of age or older, or 17 years of age and younger with a consent form signed by a parent/legal guardian, to borrow Blu-ray/DVDs.

3. Loan period for entertainment Blu-ray/DVDs will be one week including Sundays and holidays with ~~one~~ five renewals. If the date due falls on a day the library is closed, the date due will be the next date the library is open. Loan period for nonfiction Blu-ray/ DVDs will be three weeks, with five renewals ~~one renewal~~.

4. If an item has been borrowed for a public performance, it is the borrower's responsibility to determine that the Blu-ray/DVDs has been cleared for public performance.

5. Each person may borrow five (5) entertainment Blu-ray, five (5) entertainment DVDs, five (5) nonfiction Blu-ray, and five (5) nonfiction DVDs which he/she must return before borrowing others.

6. Fines will be $1.00 per day per title returned after due date.

7. Blu-ray or DVDs may be placed on hold.

Adopted 5/94; revised 4/18

Director's Report
August 2019

Consent Agenda:

You will be approving the minutes of the August Board meeting, bills, and financial reports.

Policy Review: Four policies are up for review in September – Board By-Laws, Mission/Role/Values, Blu-ray/DVD Policy, and Group Visit Policy. No revisions are recommended to the Group Visit Policy. Revisions are recommended to the remaining three policies. Please see R 10, R 18, R 20. In Board By-Laws we recommend striking bi-annually on page 84. State Board of Accounts used to audit every other year but now they are on a four-year cycle. We advise removing any reference to time since SBA determines frequency. In the Mission/Role/Values we recommend striking VHS because we have de-selected this material type and 'Playaway' because it is a brand name and is better expressed as a Digital Device. We recommend adding Digital Devices and STEAM Kits as we do circulate both material types. We recommend revising the Blu-ray/DVD Policy since our renewal limits have changed. With this change the Blu-ray/DVD Policy will align with our Circulation Policy. **If you approve the Consent Agenda, you will approve revising the Board By-Laws, Mission/Role/Values Policy, and Blu-Ray/DVD Policy as presented.**

General Business:

2020 Budget Hearing: You will hold your hearing for your 2020 Budget. I will bring copies of the budget in case anyone shows up to express a comment or concern.

Wheatfield Library Annual Report: Evie Bristol and Rachael Cavinder will present their annual report of impacts at the September Board meeting.

DeMotte Parking Lot Project Update: I met with Harry on August 26. He is working on our parking lot plans. He has been reviewing 1992 blueprints for DeMotte Library and in so doing found evidence of library storm drainage plans. He believes that in 1992 the library installed and paid for a storm drain that carries water down the street south from the library and into a ditch near the car dealership. When meeting with Town of DeMotte representatives earlier this summer he asked about storm drains and was told that DeMotte does not have a storm drainage system, so he is revisiting this with the town. This is an important matter to sort out as having this already in place could be very good news for our project and how we are required to handle water.

NILBA Dinner Invitation: On behalf of the Northwest Indiana Library Board Association, you are invited to attend a workshop, followed by a separate dinner presentation, both led by John Chrastka, Executive Director of Every Library, on Tuesday, October 29, 2019. The workshop **"Caucus the Good Idea"** will occur from 3-5pm at the Lake County Public Library in Merrillville, and the dinner presentation **"Library Political Literacy: Thriving, Interesting, Prosperous"** will occur at Avalon Manor in Merrillville from 6-8pm. Registration is required; attending one but not the other is acceptable. You will receive an official copy of the invitation in your board folder on the evening of our meeting. Please see the invitation for details and let me know by September 30 if you wish to attend. Rayann and I will be attending. I have heard John Chrastka speak. He is an amazing presenter and has a very good understanding of library advocacy and legislative issues facing libraries of all types across the nation. I think you would enjoy hearing from him.

Director's Report:

In addition to other policies reviewed this month I did ask an employment law attorney to review our Section 125 Plan and associated procedures and forms used for and with staff. A Section 125 Premium-Only-Plan (POP) is a cafeteria plan which allows employees to pay their health insurance premiums with tax-free dollars. No revisions are recommended at this time. We will review again in two years.

As you know we are working with George Kontol regarding retrofit of interior lighting at all library locations to LED. He has been evaluating our libraries and working on a quote. George has shared that it will take approximately 10 years to recoup our costs for the retrofit in consideration of utility costs and savings. I appreciate his honesty and further explained that in addition to saving utility costs, moving to LED saves on supply costs and staff time as we are not ordering replacements bulbs and fixtures as often and staff are not changing light bulbs and tubes as often. Rayann and I will meet with George on September 11 to discuss a gamelan for retrofit. We think we can 'baby step' the project with good results and some savings.

The State Library has asked for feedback on the Annual Report. I am serving on a small, informal committee, looking over the questions and instructions and flagging anything that is overly confusing or problematic. My review is nearly complete. I enjoy working on ad hoc committees such as this.

Staff Development Day will be held on October 4 at DeMotte Library. Training topics will include: community engagement (Harwood); chair exercise; and Escape Room and Ice Breaker activities to strengthen and build staff relationships. We will enjoy lunch and an ice cream sundae bar together and recognize staff anniversaries. Janet Umlauf who received training on community engagement with us in March at the Harwood Innovators Lab will join us.

Long Range Plan/Technology Plan Update: Since our last update we have completed the following: **Goal 1 JCPL is a welcoming community hub**: spent countless hours on landscape maintenance; replacement counters have been ordered for the ladies' restroom downstairs at DeMotte Library; added more yearbooks to Internet Archive; One Shot display from the Indiana Historical Society on display at DeMotte Library; boosted various Facebook posts; purchased Apple App for Green Screen at Rensselaer; DeMotte parking lot plans are underway; created rocket ship for children's department for summer reading at DeMotte Library; planted a new tree at Wheatfield Library in honor of a former Friends of the Library member; deselected items from collection at all library locations; began work on inside light retrofit to LED **Goal 2 JCPL is a collaborative community partner**: visited local schools and offered programs; hosted monthly health screenings; attended counterparts meetings; partnered with Work One to have a representative at the DeMotte and Wheatfield Libraries one day each month; distributed Digital Access Cards to local schools; supported the Rotary Ramble; supported the Touch of Dutch Festival; participated in the Jasper County Fair; asked Harwood question at the JC Fair with our fair display board; participated in the DeMotte Back to School event; offered story time at DeMotte's Market in the Park; attended various community meetings (Chamber/Rotary); offered line dancing class at DeMotte's Market in the Park; participated in Harwood Conference calls; partnered with Anytime Fitness to do an outside obstacle course for kids at the Rensselaer Library; visited CDC and offered library program **Goal 3 JCPL increases awareness of its services and collections**: marketing committee created and library purchased a vertical banner to take to festivals and fairs; deployed Google Chrome on all staff and patron pcs; conducted our User/Non User Survey; held monthly adult book discussions at all libraries; completed numerous one-on-one device training sessions for patrons; posted on Facebook; designed and distributed the Community Connections; had feature articles in the local paper about our displays; we were included in the DeMotte Chamber email newsletter; our programs were advertised on the bank's changing sign; weekly posts on Instagram for new YA books; held multiple Escape Room events at Rensselaer Library; added several new tutorials to Niche Academy; donated book bundles to the Touch of Dutch festival for the Chamber give-away; summer reading for adults and youth; participated in the Jasper County Fair; created weekly Facebook posts with summer reading events; boosted Facebook events (Cheese Making Demo and Bushemi photography display); posted photos of programs on Instagram **Goal 4 JCPL engages its community in lifelong learning**: hosted social club for adults on the autism spectrum; emailed computer tips to staff; summer reading programs for pre-K, youth, teens, and adults; teen program using NASA @ My Library kit from Indiana State Library; arranged for various performers for youth summer reading; answered various Genealogy reference questions; regularly assisted patrons with technology questions; added patrons to our Walking Books program; offered a variety of programs for all ages; began offering STEAM kits to check out; One Shot display from the Indiana Historical Society on display; purchased ten spare hotspots; hosted NASA consultant Kevin

Manning for program on Mars; staff attended various conferences and workshops and viewed webinars on a variety of topics; started adding local history videos to You Tube; planned Staff Development Day.

In August Evie and I manned a library booth at the DeMotte Back-to-School Fair held at Spencer Park. What a wonderful community event. We spoke with many students, parents, and grandparents, giving away school-related promotional items and reminding them to visit us at the library. Many responded with a smile and a reply that they already do! This is one of my favorite outreach activities because we engage so many children and adults in a short period of time. It is a busy, upbeat outreach activity. The weather was lovely!

Board President Janet, Rayann, and I attended the Indiana Public Library Trustee Summit on August 16. We headed out early for this wonderful day of training and enjoyed our time together, meeting and learning along with other library trustees and staff. Topics included: Trustees and Directors – Partnering for Perfect Library Service, Dealing With Conflict; Library Advocacy; Community Engagement; Attracting Great Trustees and Other Board Challenges; Communication in the Library; and Library Trends.

Books to Bridge Theme for 2019 is 'B True to U!' Associated book titles are Red: a Crayon's Story by Michael Hall (children's); The Stars Beneath Our Feet, by David Barclay Moore (middle); and The One-in-a-Million Boy, by Monica Wood (YA/Adult). Books to Bridge the Region is a reading initiative encompassing seven Northwest Indiana counties: Jasper, Lake, LaPorte, Newton, Porter, Pulaski and Starke. We have participated in planning this event for a number of years. We plan library programs around these book titles.

A microburst the weekend of August 17 & 18 took out one of our trees at Wheatfield. The winds pushed it over so that it was leaning precariously. Thankfully it did not hit anything. The tree was removed on Monday, so it didn't lean for long. I believe it was fourteen years old.

On August 19 Rayann and I participated in an ILF Virtual Exchange: Input Session on Policy Priorities, a precursor to ILF Fall Forum which we will attend on October 3 in Anderson. During the Virtual Exchange we were able to provide input that will assist ILF in updating their ILF Policy Priorities ahead of the next Legislative Session. We will continue to shape the priorities and strategy for 2020 on October 3.

Rayann and I continued with Budget 2020 work in August. After the August 19 board meeting at which you voted to advertised the proposed budget, we uploaded the ad to Gateway as required. Our public hearing will be September 9 at Wheatfield Library. Rayann and I also spent two days reviewing and revising our Internal Controls System. I will bring proposed revisions to the board before year-end.

System Administrator News

Sheila attended an Automation Counterparts Meeting in East Chicago. Topics discussed included: Long Range/Tech Plans, patron surveys, website redesign, hotspot circulation, patron computer layout, self-check PCs, and RFID. Chrome installation has been completed on all PCs, and Chrome has been set as default on patron PCs. Staff may choose their own default browser. Sheila has discussed email archiving progress with Chris with plans to implement for all staff the next time Chris is in Rensselaer. Sheila also spent a lot of time troubleshooting issues with hotspots.

Technical Services News

Becky reports, "I inquired about no longer using the TLC Serials module. They explained what would be done, and sent me a sample file. I also asked other TLC Libraries what their experiences were, and JCPL decided to move forward. I sent out an email to keep staff up to date about the future change. The switchover was accomplished today. I sent another email to the appropriate staff members, giving them procedures for using LS2Staff to add new magazine issues. In preparing for this, I did a little experimentation on O Magazine. I had to contact TLC for them to fix a problem that arose where holdings were not showing up in the Serials Module."

DeMotte Library News

Debbie reports, "One Shot", the display on loan for the Indiana Historical Society, has been a hit. Many people have come to the DeMotte Library to view the display. A teacher from KV High School assigned his history students an assignment to come and review the display – it is exciting to have community support!"

Alicia shares, "Really pumped after our meeting with Patty. I'm excited to try new things publicity-wise. We had an AWESOME spread on DeMotte's 'One Shot' HIS Traveling Display in the KV Post- it was a half-page color article on the SECOND PAGE! Wow! We also had a great quarter page feature on DeMotte & Wheatfield's art wall artists. Concentrating on quality over quantity as far as newspapers go. They will not publish my "ads" that I make on Facebook, but they will use word docs and separate pictures supporting the press… Another fun thing we are doing is making flyers of ALL book discussions going on in the system. This is a great way to show people their options and the diversity of book titles being discussed at our libraries. I changed the way we post on Facebook. Instead of bombarding the newsfeed with every individualized event- I am grouping programs together and making ads. I watched a program go from 11 openings to 5 openings on Engaged Patrons hours after it posted. I think this is the way to go! Looking forward to "breathing new life" into this position!"

Rensselaer Library News

Linda reports, "Dan is trying to get a handle on weed and tree start growth. He is concentrating his efforts around the front first."

Janice reports, "We started out August with a special program called books and beanies. Because of a very generous donation from a patron, we were able to give each attendee a book and a beanie baby to keep. We also had local author Shannon Anderson come and read her books and we served refreshments. The turnout was wonderful. School has started we are very happy to welcome back the St. A students. We have resumed our Tuesday morning story time which has been well attended. YU-GI-OH card club is still a big hit and we are looking forward to all the fun programs we have scheduled for September."

Wheatfield Library News

Evie reports, "I'm excited that we finally started circulating our STEAM kits! They've had a slow start, but the response we had when first "introducing" them on Facebook was really encouraging, and I see them starting to move more and more! Patty and I attended the Back-to-School Fair held at Spencer Park in DeMotte. We gave away almost 1200 pencils (2 pencils per student) and got to quickly connect with sooo many people from the northern end of the county. This event is put together very nicely and well-received by everyone, and it's great to see so many local businesses and organizations coming together for a great cause! Jasper the Bison is back! We agreed to host him in our lobby again until the end of October. Jasper is a welcome sight by many of our patrons – I've seen a couple already take pictures of themselves with him."

Please contact me if you are unable to attend the September Board meeting or if you have any questions about materials in your packet.-Patty

F1

JCPL FINANCIAL STATEMENT
August 31, 2019

	Beginning 2019 Balance	Current Month Disbursements	Y-T-D Disbursements	Current Month Receipts	Y-T-D Receipts	Ending Balance
Operating Fund	$769,507.09	**$200,363.27**	$1,532,246.95	**$75,741.16**	$1,404,552.22	**$641,812.36**
Public Library Access Card Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Gift Fund	$19,919.87	$1,105.26	$17,176.88	$500.00	$16,624.68	**$19,367.67**
DeMotte	$5,295.26	**$359.39**	$4,388.52	**$500.00**	$5,813.03	**$6,719.77**
Rensselaer	$11,498.67	**$293.01**	$8,808.91	**$0.00**	$7,478.89	**$10,168.65**
Wheatfield	$3,125.94	**$452.86**	$3,979.45	**$0.00**	$3,332.76	**$2,479.25**
Library Improvement Reserve Fund	$231,768.60	**$0.00**	$0.00	**$19.06**	$153.70	**$231,922.30**
Bond & Interest Redemption Fund	$3,142.90	**$0.00**	$0.00	**$0.00**	$0.00	**$3,142.90**
Rainy Day Fund	$2,249,509.13	**$150.00**	$11,614.41	**$3,884.44**	$32,584.24	**$2,270,478.96**
Includes Investments of: $2,083,670.93						
State Technology Fund Grant Fund	$0.00	**$1,782.00**	$14,256.00	**$0.00**	$20,244.00	**$5,988.00**
Capital Projects Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Includes Investments of:						
Host/Hospitality Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Levy Excess Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Sales Tax	$220.62	**$0.00**	$198.89	**$3.59**	$101.52	**$123.25**
Construction Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Petty Cash Funds	$120.00	**$0.00**	$0.00	**$0.00**	$0.00	**$120.00**
Cash Change Fund	$150.00	**$0.00**	$0.00	**$0.00**	$0.00	**$150.00**
Insurance Refund Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Insurance Settlement Fund	$0.00	**$0.00**	$6,766.67	**$0.00**	$6,766.67	**$0.00**
Payroll Withholding Accts.						
FIT Tax Collected	$0.00	**$7,555.37**	$58,104.66	**$7,555.37**	$58,104.66	**$0.00**
FICA Tax Collected	$0.00	**$8,331.31**	$64,728.69	**$8,331.31**	$64,728.69	**$0.00**
State Tax Collected	$0.00	**$3,731.51**	$28,985.55	**$3,731.51**	$28,985.55	**$0.00**
County Tax Collected	$0.00	**$2,938.90**	$22,729.14	**$2,938.90**	$22,729.14	**$0.00**
Deferred Comp.	$0.00	**$2,840.00**	$22,720.00	**$2,840.00**	$22,720.00	**$0.00**
#125 Pre-tax Plan	$48.16	**$3,448.37**	$28,056.53	**$3,606.62**	$28,179.53	**$171.16**
Employee Life Insur.	$0.88	**$243.95**	$1,963.60	**$243.96**	$1,962.68	**($0.04)**
Employee INPRS	$0.00	**$3,396.50**	$26,567.88	**$3,396.50**	$26,567.88	**$0.00**
Garnishments	$23.47	**$0.00**	$574.37	**$0.00**	$550.90	**$0.00**
Credit Union	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
EIC	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
TOTAL ALL FUNDS....................	**$3,274,410.72**	**$235,886.44**	**$1,836,690.22**	**$112,792.42**	**$1,735,556.06**	**$3,173,276.56**

F 2

Bank Balances

Jasper County Public Library

Report as of: **08/31/19**

	Bank	
1	Alliance Bank	$1,089,335.63
2	Cash On Hand	$270.00
3	IN-02-0225-0001 TrustINdiana	$2,083,670.93
	Total all banks =	**$3,173,276.56**

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

OPEN INVESTMENTS:

Renewal Date	CD/ACCT #	Issued By	Terms	Principal	%-Interest	Fund	Date Invested	Interest Earned	Comments
	IN-02-0225-0001	TrustINdiana	N/A	$2,000,000.00		Rainy Day	05/15/17	$4,142.20	Jan-19
								$3,803.93	Feb-19
								$4,229.44	Mar-19
								$4,082.24	Apr-19
								$4,203.53	May-19
								$4,042.03	Jun-19
								$4,082.78	Jul-19
								$3,869.08	Aug-19

CLOSED INVESTMENTS:

TOTAL INTEREST EARNED: $32,455.23

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Appropriation Report for 100OPERATING FUND

Jasper County Public Library

Report Date: From 08/01/19 *To* 08/31/19

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent*
1. Personal Services							
1.11 SALARY OF LIBRARIAN	$77,251.00	$0.00	$77,251.00	$6,437.60	$51,407.20	$25,843.80	33.5
1.12 SALARY OF ASSISTANTS	$1,153,291.00	$0.00	$1,153,291.00	$97,863.38	$760,005.58	$393,285.42	34.1
1.13 WAGES OF JANITORS	$95,314.00	$0.00	$95,314.00	$7,589.11	$57,909.53	$37,404.47	39.2
1.21 EMPLOYER'S SHARE-FICA	$101,428.00	$0.00	$101,428.00	$8,331.31	$64,728.69	$36,699.31	36.2
1.22 UNEMPLOYMENT COMPENSATION	$2,482.00	$0.00	$2,482.00	$0.00	$2,155.36	$326.64	13.2
1.23 EMPLOYER'S CONTRIB.- PERF	$117,580.00	$0.00	$117,580.00	$10,002.00	$78,175.13	$39,404.87	33.5
1.24 EMPLOYER'S CONTRIB.- INS.	$169,655.00	$0.00	$169,655.00	$10,455.22	$85,458.76	$84,196.24	49.6
Subtotal	*$1,717,001.00*		$1,717,001.00	$140,678.62	$1,099,840.25	$617,160.75	35.9
2. Supplies							
2.11 OFFICIAL RECORDS	$500.00	$0.00	$500.00	$0.00	$0.00	$500.00	100.0
2.12 STATIONERY AND PRINTING	$1,000.00	$0.00	$1,000.00	$0.00	$0.00	$1,000.00	100.0
2.13 OTHER OFFICE SUPPLIES	$8,000.00	$0.00	$8,000.00	$148.46	$3,557.10	$4,442.90	55.5
2.21 CLEANING & SANITATION SUPPLIES	$6,500.00	$0.00	$6,500.00	$1,080.53	$4,138.93	$2,361.07	36.3
2.23 OTHER OPERATING SUPPLIES	$6,000.00	$0.00	$6,000.00	$460.56	$2,813.44	$3,186.56	53.1
2.31 BUILDING MATERIALS & SUPPLIES	$2,000.00	$0.00	$2,000.00	$98.65	$152.53	$1,847.47	92.4
2.32 PAINT AND PAINTING SUPPLIES	$400.00	$0.00	$400.00	$0.00	$0.00	$400.00	100.0
2.33 REPAIR PARTS	$1,000.00	$0.00	$1,000.00	$0.00	$511.30	$488.70	48.9
2.41 LIBRARY SUPPLIES	$17,400.00	$0.00	$17,400.00	$2,838.76	$11,192.57	$6,207.43	35.7
2.42 MARKETING SUPPLIES	$100.00	$0.00	$100.00	$100.00	$100.00	$0.00	0.0
Subtotal	*$42,900.00*		$42,900.00	$4,726.96	$22,465.87	$20,434.13	47.6

3. Other Services and Charge

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Account #	Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
3.13	LEGAL SERVICES	$7,000.00	$0.00	$7,000.00	$600.00	$2,160.00	$4,840.00	69.1
3.14	OTHER PROFESSIONAL SERVICES	$16,500.00	$0.00	$16,500.00	$86.96	$3,364.51	$13,135.49	79.6
3.145	DATABASES & LICENSING SERVICES	$25,034.00	$0.00	$25,034.00	$3,872.00	$18,310.42	$6,723.58	26.9
3.146	E-BOOKS SERVICES	$31,500.00	$0.00	$31,500.00	$0.00	$12,250.00	$19,250.00	61.1
3.147	APPS	$100.00	$0.00	$100.00	$2.99	$2.99	$97.01	97.0
3.21	TELEPHONE	$12,000.00	$0.00	$12,000.00	$319.41	$5,794.47	$6,205.53	51.7
3.22	POSTAGE	$2,500.00	$0.00	$2,500.00	$1,478.76	$2,194.37	$305.63	12.2
3.23	MILEAGE	$20,000.00	$0.00	$20,000.00	$1,171.60	$11,206.63	$8,793.37	44.0
3.24	PROFESSIONAL MEETINGS	$12,000.00	$0.00	$12,000.00	$505.00	$4,775.77	$7,224.23	60.2
3.25	FREIGHT	$1,800.00	$0.00	$1,800.00	$189.79	$1,088.08	$711.92	39.6
3.26	NETWORKING	$86,400.00	$0.00	$86,400.00	$1,170.92	$7,091.68	$79,308.32	91.8
3.31	ADVERTISING & PUBLIC NOTICES	$800.00	$0.00	$800.00	$4.90	$528.94	$271.06	33.9
3.33	MARKETING ADVERTISING	$2,500.00	$0.00	$2,500.00	$0.00	$2,310.90	$189.10	7.6
3.41	OFFICIAL BONDS	$500.00	$0.00	$500.00	$0.00	$300.00	$200.00	40.0
3.42	OTHER INSURANCE	$30,000.00	$0.00	$30,000.00	$0.00	$16,969.00	$13,031.00	43.4
3.51	GAS	$25,000.00	$0.00	$25,000.00	$692.09	$13,682.72	$11,317.28	45.3
3.52	ELECTRICITY	$110,000.00	$0.00	$110,000.00	$9,424.99	$60,256.11	$49,743.89	45.2
3.53	WATER	$4,000.00	$0.00	$4,000.00	$286.75	$2,125.74	$1,874.26	46.9
3.54	WASTE DISPOSAL SERVICES	$8,000.00	$0.00	$8,000.00	$578.40	$4,990.46	$3,009.54	37.6
3.61	BUILDING & STRUCTURES	$118,270.00	$0.00	$118,270.00	$7,952.48	$35,745.53	$82,524.47	69.8
3.62	EQUIPMENT REPAIRS	$2,000.00	$0.00	$2,000.00	$0.00	$290.90	$1,709.10	85.5
3.72	EQUIPMENT RENTALS	$300.00	$0.00	$300.00	$12.45	$248.60	$51.40	17.1
3.91	DUES	$2,000.00	$0.00	$2,000.00	$0.00	$2,172.18	($172.18)	-8.6
3.93	TAXES & ASSESSMENTS	$300.00	$0.00	$300.00	$0.00	$336.00	($36.00)	-12.0
3.94	TRANSFER TO LIRF	$50,000.00	$0.00	$50,000.00	$0.00	$0.00	$50,000.00	100.0
3.95	BOOK REIMBURSEMENT	$200.00	$0.00	$200.00	$0.00	$8.99	$191.01	95.5

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
3.96 PETTY CASH	$120.00	$0.00	$120.00	$0.00	$0.00	$120.00	100.0
3.98 MAINTENANCE/SERVICE CONTRACTS	$112,754.00	$0.00	$112,754.00	$9,118.37	$83,025.25	$29,728.75	26.4
Subtotal	*$681,578.00*		$681,578.00	$37,467.86	$291,230.24	$390,347.76	57.3
4. Capital Outlays							
4.4 FURNITURE & EQUIPMENT	$82,681.00	$0.00	$82,681.00	$701.81	$1,247.41	$81,433.59	98.5
4.51 BOOKS	$150,000.00	$0.00	$150,000.00	$10,406.67	$72,188.92	$77,811.08	51.9
4.52 PERIODICALS & NEWSPAPERS	$22,000.00	$0.00	$22,000.00	$169.00	$8,791.97	$13,208.03	60.0
4.53 NONPRINTED MATERIALS	$60,000.00	$0.00	$60,000.00	$6,212.35	$36,482.29	$23,517.71	39.2
Subtotal	*$314,681.00*		$314,681.00	$17,489.83	$118,710.59	$195,970.41	62.3
Grand Total	$2,756,160.00	$0.00	$2,756,160.00	$200,363.27	$1,532,246.95	$1,223,913.05	44.4

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

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Appropriation Report for 151RAINY DAY FUND

Jasper County Public Library

Report Date: From 08/01/19 *To* 08/31/19

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent*
3. Other Services and Charge							
3.13 LEGAL SERVICES	$10,000.00	$0.00	$10,000.00	$150.00	$750.00	$9,250.00	92.5
3.14 OTHER PROFESSIONAL SERVICES	$50,000.00	$0.00	$50,000.00	$0.00	$3,129.50	$46,870.50	93.7
3.21 TELEPHONE	$0.00	$0.00	$0.00	$0.00	$6,074.70	($6,074.70)	#Div/0!
3.61 BUILDING & STRUCTURES	$100,000.00	$0.00	$100,000.00	$0.00	$1,000.00	$99,000.00	99.0
Subtotal	*$160,000.00*		$160,000.00	$150.00	$10,954.20	$149,045.80	93.2
4. Capital Outlays							
4.3 IMPROVEMENTS OTHER THAN BUILD.	$359,604.00	$0.00	$359,604.00	$0.00	$0.00	$359,604.00	100.0
4.4 FURNITURE & EQUIPMENT	$0.00	$0.00	$0.00	$0.00	$660.21	($660.21)	#Div/0!
Subtotal	*$359,604.00*		$359,604.00	$0.00	$660.21	$358,943.79	99.8
Grand Total	$519,604.00	$0.00	$519,604.00	$150.00	$11,614.41	$507,989.59	97.8

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

Appropriation Report for 155STATE TECHN.FUND GRANT

Jasper County Public Library

Report Date: From **08/01/19** *To* **08/31/19**

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent*
3. Other Services and Charge							
3.26 NETWORKING	$0.00	$0.00	$0.00	$1,782.00	$14,256.00	($14,256.00)	#Div/0!
Subtotal	*$0.00*		$0.00	$1,782.00	$14,256.00	($14,256.00)	#Div/0!
Grand Total	$0.00	$0.00	$0.00	$1,782.00	$14,256.00	($14,256.00)	#Div/0!

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

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Voucher List

Jasper County Public Library

Report Date: From **08/01/19** ***To*** **08/31/19**

Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	**Total**
0	539	PAYROLL	08/09/19	PAYROLL	$57,094.25
37053	540	AARON'S LAWN CARE	08/12/19	Dem, Rens, & Wh: Mowing & edging	$1,080.00
37054	541	ACE HARDWARE	08/12/19	Tarp, light bulbs	$40.97
37055	542	ANTHEM BLUE CROSS BLUE	08/12/19	Health Insurance premiums- August 2019	$12,493.13
37056	543	ANTHEM LIFE	08/12/19	Life Insurance premiums- August 2019	$100.98
37057	544	BAKER & TAYLOR	08/12/19	Books, Continuations, AV, Auto. Yours, B & T Licenses	$15,630.00
37058	545	BAKER & TAYLOR ENTERTAIN	08/12/19	AV	$3,158.86
37059	546	BLUETARP FINANCIAL, INC	08/12/19	Maintenance supplies	$39.94
37060	547	CARDINAL COPIER SOLUTION	08/12/19	DeMotte Staff Copier Maintenance 4/10/19 - 7/9/2019	$1,317.57
37061	548	COMMONWEALTH TECHNOLO	08/12/19	Wh & Rens: staff copier quarterly service agreements	$1,092.60
37062	549	CULLIGAN WATER CONDITIO	08/12/19	Wh: Water Cooler Rental- August 2019, 5-gallon drinking water- 7	$66.95
37063	550	DEBORAH KRISTOFF	08/12/19	Mileage 6/27-7/25/19	$110.20
37064	551	DELTA DENTAL	08/12/19	Dental Insurance premiums- August 2019	$540.26
37065	552	DEPARTMENT OF HOMELAND	08/12/19	DeM & Rens: Boiler Inspection/Certificate Fees	$135.00
37066	553	DISPLAYS2GO	08/12/19	Marketing banner	$372.14
37067	554	EDWARD P. DUMAS	08/12/19	Legal Assistance: DeMotte parking lot project	$150.00
37068	555	ENA SERVICES LLC	08/12/19	Internet service for July 2019	$1,782.00
37069	556	HAMSTRA BUILDERS, INC.	08/12/19	Wh: HVAC repairs; exhaust fan motor install	$5,795.78
37070	557	HP PRODUCTS CORPORATIO	08/12/19	Janitorial supplies	$742.36
37071	558	ICC BUSINESS PRODUCTS	08/12/19	Comb bindings, presentation covers	$48.69
37072	559	INDIANA LIBRARY FEDERATIO	08/12/19	2019 Full Annual Conference registration- R. Kuhn	$280.00
37073	560	INDIANA STATE LIBRARY	08/12/19	2019 Trustee Summit registrations; 2019 Difference is You Conference registrations	$225.00
37074	561	INDIANA WASTE SERVICE	08/12/19	DeM & WH: Trash Pick-up, August 2019	$140.00
37075	562	KARLA HAUSENFLECK	08/12/19	Mileage 7/25/19	$23.78
37076	563	MANAGE MOBILITY	08/12/19	Replacement hot spots	$701.81
37077	564	MIDWEST TAPE	08/12/19	AV	$1,842.43
37078	565	NIPSCO	08/12/19	DeM & Wh: Gas & electric service	$5,926.38
37079	566	NITCO	08/12/19	DeM: Local Phone & Fax Service August 2019	$180.32
37080	567	OSBY WATER CONDITIONING	08/12/19	Wh. Water softener chemicals	$195.00
37081	568	PATTY EENIGENBURG	08/12/19	Mileage 7/24/19	$25.52
37082	569	PATTY STRINGFELLOW	08/12/19	Mileage 6/14-8/3/19	$111.36
37083	570	POST TRIBUNE	08/12/19	DeM: Newspaper subscription Acct# 44365252	$169.00
37084	571	PRECISION CONTROL SYSTE	08/12/19	DeM & Rens: HVAC repair & maintenance	$1,813.70
37085	572	RACHAEL CAVINDER	08/12/19	Mileage 7/18-7/23/19	$40.60
37086	573	RAINBOW PRINTING	08/12/19	Library cards, Digital Access Cards	$1,610.00
37087	574	SHANNON HELDAK	08/12/19	Mileage 5/15-7/30/19	$69.02
37088	575	STAPLES CREDIT PLAN	08/12/19	Staple remover, hot spot cases	$250.74
37089	576	STEVE'S SPECIALIZED SERVI	08/12/19	Laundry	$38.00
37090	577	THE LIBRARY CORPORATION	08/12/19	Library Serials Support November 2019 - October 2020 Acct# 960058	$2,606.00
37091	578	TRUGREEN PROCESSING CE	08/12/19	Rens: Tree & shrub treatment, lawn fertilization	$204.00
37092	579	VISION SERVICE PLAN	08/12/19	Vision Insurance Premiums- August 2019	$214.74
37093	580	WAL-MART COMMUNITY/SYN	08/12/19	Library & maintenance supplies, AV	$378.51
0	581	CHRISTINA SANDERS	08/09/19	Courier Mileage 7/16/19-7/31/19 (Conf. #823)	$431.52
0	582	GREAT-WEST RETIREMENT S	08/09/19	Annuity Withheld 8/9/19 payroll (Conf. #826)	$1,420.00
0	583	INPRS fbo PERF	08/09/19	INPRS Contributions 8/9/19 Payroll	$6,805.70
0	584	IRS USA TAXPAYMENT	08/09/19	Federal Withholding, Medicare, & FICA withheld 8/9/19 Payroll & Ins. (Acknowledgement 85821302)	$12,414.16

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Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	585	TOWN OF DEMOTTE	08/09/19	DeM: Sewer & Water- July 2019 (conf# 824)	$168.90
0	586	TOWN OF WHEATFIELD	08/09/19	Wh: Sewer Service- August 2019 (Conf# 825)	$77.35
37094	587	BUSINESS CARD	08/12/19	Background checks,app, SurveyMonkey, Facebook advertising, library supplies, postage	$311.75
37095	588	CENTURYLINK	08/12/19	Rens: Fax line service- August 2019	$57.11
37096	589	CENTURYLINK	08/12/19	DeM: Long distance service- July 2019	$16.82
37097	590	GAYLORD BROS., INC.	08/12/19	Unbuffered acid-free tissue	$63.52
37098	591	GRAINGER	08/12/19	Light bulbs, cam lock	$184.65
37099	592	KROGER GARDIS & REGAS, L	08/12/19	Legal Assistance: FMLA Matter	$600.00
37100	593	OFFICE DEPOT	08/12/19	Office, library, and janitorial supplies	$673.78
37101	594	POSTMASTER	08/12/19	Stamps	$1,406.00
37102	595	RAYANN GILMORE	08/12/19	Rensselaer Petty Cash: postage	$35.66
37103	596	ROEING CORPORATION	08/12/19	Meraki MR Enterprise Cloud Controller License, 3 years	$2,520.00
37104	597	SUNRISE PACKAGING INC.	08/12/19	Audiobook cases	$362.19
37105	598	TRUGREEN PROCESSING CE	08/12/19	Wh: ornamental bed weed control	$210.70
37106	599	ULINE	08/12/19	Filament tape, trash bags, DVD cases	$701.45
37107	600	UNIQUE MANAGEMENT SERVI	08/12/19	Collections: Initial/Secondary Placements- July 2019	$174.25
0	601	PAYROLL	08/23/19	PAYROLL	$54,795.84
0	602	ALLIANCE BANK	08/23/19	Direct Deposit Fees - July 2019	$76.90
0	603	AFLAC	08/23/19	Supplemental Insurance August 2019 (Conf #829)	$798.43
0	604	CENTURYLINK	08/23/19	Wh: Fax line August 2019 (Conf #831)	$65.16
0	605	CHRISTINA SANDERS	08/23/19	Courier Mileage 8/1/19-8/15/19 (Conf. #827)	$359.60
0	606	CITY OF RENSSELAER	08/23/19	RENS: Utilities 7/9/19 - 8/9/19 (Conf. #830)	$4,615.10
0	607	GREAT-WEST RETIREMENT S	08/23/19	Annuity Withheld 8/23/19 payroll (Conf. #832)	$1,420.00
0	608	INDIANA DEPARTMENT OF RE	08/23/19	State & County Taxes withheld August 2019 Payrolls (Ref. #21404)	$6,670.41
0	609	INPRS fbo PERF	08/23/19	INPRS Contributions 8/23/19 Payroll	$6,592.80
0	610	IRS USA TAXPAYMENT	08/23/19	Federal Withholding, Medicare, & FICA withheld 8/23/19 Payroll & Ins. (Acknowledgement 34983622)	$11,803.83
0	611	SPRINT	08/23/19	Hotspot Data Service 7/12/19 - 8/11/19 (Conf #828)	$1,170.92
0	612	SQUARE, INC	08/31/19	Merchant Processing Fees- August 2019	$29.35
0	613	ALLIANCE BANK	08/31/19	Positive Pay Fee- August 2019	$15.00

F4c

Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	**Total**
				Total Amount of Claims	**$235,886.44**

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Wednesday, September 04, 2019

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of $235,886.44

Date this 9th **day of** September **,20** 19 **.**

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

F5a

JASPER COUNTY PUBLIC LIBRARY
Receipt Breakdown
August 31, 2019

	THIS MONTH	YEAR-TO-DATE	TOTAL RECEIPTS THIS MONTH	TOTAL RECEIPTS YEAR-TO-DATE
FINES & FEES:			$2,666.60	$19,884.72
DeMotte	$866.39	$6,034.15		
Rensselaer	$1,165.58	$8,761.24		
Wheatfield	$634.63	$5,089.33		
PHOTOCOPIES:			$927.18	$6,482.49
DeMotte	$317.75	$2,194.70		
Rensselaer	$499.63	$3,111.99		
Wheatfield	$109.80	$1,175.80		
INTEREST (Checking, Repurchase, CDs):			$59.90	$443.00
TAXES:			$72,036.21	$1,376,518.90
Property Tax	$0.00	$727,437.45		
LOIT	$17,903.55	$143,228.40		
License Excise Tax	$0.00	$62,533.84		
Financial Institution Tax	$0.00	$1,572.93		
CVET(Commercial Vehicle Excise)	$0.00	$8,685.00		
Local Option/Certified Shares	$0.00	$0.00		
Local Option/Property Tax Repl.	$0.00	$0.00		
LIT Certified Shares	$54,132.66	$433,061.28		
TAXABLE SALES:-			$1.27	$36.76
REFUNDS:			$50.00	$1,186.35
Rebates/Refund	$0.00	$50.00		
Insurance Claims/Reimbursements	$0.00	$0.00		
Meeting Room Rental	$50.00	$1,100.00		
Reimbursement	$0.00	$0.00		
Fixed Asset Sales	$0.00	$0.00		
Miscellaneous Receipts	$0.00	$36.35		
Interfund Transfer	$0.00	$0.00		
TOTAL OPERATING FUND RECEIPTS			**$75,741.16**	**$1,404,552.22**
PLAC FUND:			$0.00	$0.00
GIFT FUNDS:			$500.00	$16,624.68
DeMotte	$500.00	$5,813.03		
Rensselaer	$0.00	$7,478.89		
Wheatfield	$0.00	$3,332.76		
LIB. IMPROV. RESERVE FUND:			$19.06	$153.70
Interest Earned	$19.06	$153.70		
Transfer from OPERATING	$0.00	$0.00		
BOND & INTEREST REDEMPTION FUND:			$0.00	$0.00
Property Tax	$0.00	$0.00		
License Excise Tax	$0.00	$0.00		
Financial Institution Tax	$0.00	$0.00		
CVET(Commercial Vehicle Excise)	$0.00	$0.00		
Interfund Transfer	$0.00	$0.00		
RAINY DAY FUND:			$3,884.44	$32,584.24
Special CAGIT Distribution	$0.00	$0.00		
Special LOIT Distribution	$0.00	$0.00		
Interest Earned	$3,884.44	$32,584.24		
Interfund Transfer	$0.00	$0.00		
STATE TECHNOLOGY FUND GRANT FUND:-			$0.00	$20,244.00
HOST/HOSPITALITY FUND:			$0.00	$0.00
LEVY EXCESS FUND:			$0.00	$0.00
SALES TAX:			$3.59	$101.52
CASH CHANGE FUND			$0.00	$0.00
INSURANCE REFUND FUND:			$0.00	$0.00
Interfund Transfer	$0.00	$0.00		
INSURANCE SETTLEMENT FUND			$0.00	$6,766.67
SUB-TOTAL (page 1)			**$80,148.25**	**$1,481,027.03**

F5b

WITHHOLDING ACCOUNT FUNDS:			$32,644.17	$254,529.03
FIT Tax Collected	$7,555.37	$58,104.66		
FICA Collected	$8,331.31	$64,728.69		
State Tax Collected	$3,731.51	$28,985.55		
County Tax Collected	$2,938.90	$22,729.14		
Deferred Comp Plan	$2,840.00	$22,720.00		
Pre-tax Insurance Plans	$3,606.62	$28,179.53		
Life Insurance	$243.96	$1,962.68		
INPRS	$3,396.50	$26,567.88		
Garnishments	$0.00	$550.90		
Credit Union	$0.00	$0.00		
TOTAL RECEIPTS - ALL FUNDS..			**$112,792.42**	**$1,735,556.06**

F6a

Voucher List

Jasper County Public Library

Report Date: From **09/01/19** *To* **09/09/19**

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
37108	614	AARON'S LAWN CARE	09/09/19	Dem, Rens, & Wh: Mowing & edging	$850.00
37109	615	ADVANCED IMAGING SOLUTI	09/09/19	Patron copiers quarterly maintenance agreement 8/30-11/29/19	$717.86
37110	616	ANTHEM BLUE CROSS BLUE	09/09/19	Health Insurance premiums- September 2019	$12,493.13
37111	617	ANTHEM LIFE	09/09/19	Life Insurance premiums- September 2019	$100.98
37112	618	BAKER & TAYLOR	09/09/19	Books, Continuations, AV, Auto. Yours	$9,288.66
37113	619	BAKER & TAYLOR ENTERTAIN	09/09/19	AV	$3,013.05
37114	620	BLUETARP FINANCIAL, INC	09/09/19	Caulk	$8.59
37115	621	BOOKPAGE	09/09/19	BookPage subscription October 2019 - September 2020	$576.00
37116	622	BREAKOUT, INC.	09/09/19	Breakout kits	$550.00
37117	623	BUSINESS MANAGEMENT DAI	09/09/19	Subscriptions: Manager's Legal Bulletin Acct# 43590832, Payroll Legal Alert Acct # 43590834	$306.00
37118	624	CENTURION TECHNOLOGIES	09/09/19	Smart Shield licenses & annual maintenance	$197.20
37119	625	CHICAGO TRIBUNE	09/09/19	Rens: Newspaper subscription, 6 months, Acct# 10433615	$240.50
37120	626	CI INSURANCE	09/09/19	Worker's Compensation Audit of 4/16/18-4/16/19, additional premium due	$283.00
37121	627	CULLIGAN WATER CONDITIO	09/09/19	Wh: Water Cooler Rental- September 2019	$12.45
37122	628	DELL MARKETING L.P.	09/09/19	Toner	$133.94
37123	629	DELTA DENTAL	09/09/19	Dental Insurance premiums- September 2019	$540.26
37124	630	ENA SERVICES LLC	09/09/19	Internet service for August 2019	$1,782.00
37125	631	GRAINGER	09/09/19	Casters, light bulbs, cam locks	$181.56
37126	632	HR SPECIALIST	09/09/19	HR Specialist newsletter subscription Acct# 43743204	$199.00
37127	633	ICC BUSINESS PRODUCTS	09/09/19	Chair mat, lime remover	$46.21
37128	634	INCREDIBLEBATS, INC	09/09/19	Program presenter	$325.00
37129	635	JANICE WILMA	09/09/19	Mileage 3/14-8/25/19	$421.08
37130	636	KROGER GARDIS & REGAS, L	09/09/19	Legal Assistance: Personnel & FMLA Matters	$450.00
37131	637	LINDA POORTENGA	09/09/19	Mileage 7/11-8/21/19	$205.32
37132	638	THE LOCK DOCTOR	09/09/19	Wh: Rekey/repair mortise cylinder on panic exit device & check various locks for proper functioning	$200.00
37133	639	MANAGE MOBILITY	09/09/19	Replacement hot spots	$701.81
37134	640	MIDWEST COLLABORATIVE F	09/09/19	Staff Development Day Program Presenter	$600.00
37135	641	MIDWEST TAPE	09/09/19	AV, audiobook sleeves	$1,912.18
37136	642	NIMBO IP LLC	09/09/19	Monthly Managed Service Fee- August 2019; Monthly Managed Service Fees not previously billed: May - July 2019	$3,260.00
37137	643	NITCO	09/09/19	DeM: Local Phone & Fax Service September 2019	$180.32
37138	644	OLLIS BOOK CORPORATION	09/09/19	Books	$67.79
37139	645	OVERDRIVE, INC.	09/09/19	Deposit on Advantage & Consortium accounts for future content purchases	$5,190.16
37140	646	PATTY STRINGFELLOW	09/09/19	Mileage 8/16/19	$103.24
37141	647	PRECISION CONTROL SYSTE	09/09/19	DeM: HVAC repair & maintenance	$2,605.72
37142	648	QUALITY LOGO PRODUCTS, I	09/09/19	Summer Reading Prizes: Flying Discs	$296.78
37143	649	QUILL CORPORATION	09/09/19	Library, janitorial, & office supplies, headphones	$567.79
37144	650	RAINBOW BOOK COMPANY	09/09/19	Books	$1,402.16
37145	651	RAYANN GILMORE	09/09/19	Mileage 6/13-8/16/19	$84.27
37146	652	TRUGREEN PROCESSING CE	09/09/19	DeM & Rens: Tree & shrub treatments	$192.95
37147	653	VISION SERVICE PLAN	09/09/19	Vision Insurance Premiums- September 2019	$214.74
37148	654	WAL-MART COMMUNITY/SYN	09/09/19	AV, Library & maintenance supplies	$287.12
37149	655	WHEATFIELD CHAMBER OF C	09/09/19	Sandhill Crane Festival 10x10 Booth	$40.00
37150	657	ACE HARDWARE	09/09/19	Maintenance supplies	$414.05

F66

Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	**Total**
37151	658	BLR	09/09/19	Indiana Employment Law Letter subscription	$546.77
37152	659	BUSINESS CARD	09/09/19	Conference & meeting expenses, vacuum, flexposts, maintenance, janitorial, & library supplies, domain renewal, facebook advertising	$3,046.33
37153	660	CENTURYLINK	09/09/19	DeM: Long distance service- August 2019	$16.69
37154	661	CENTURYLINK	09/09/19	Rens: Fax line service- September 2019	$56.57
37155	662	DEMCO	09/09/19	Coated paper labels, polyfit, subject classification labels	$299.58
37156	663	DONNA BARKO	09/09/19	Mileage 6/11-9/5/19	$43.96
37157	664	HP PRODUCTS CORPORATIO	09/09/19	Janitorial supplies	$324.99
37158	665	INDIANA GROCERY GROUP, L	09/09/19	Management Meeting expenses	$31.89
37159	666	INDIANA LIBRARY FEDERATIO	09/09/19	Legislative Fall Forum registrations- R. Gilmore, P. Stringfellow	$70.00
37160	667	INDIANA WASTE SERVICE	09/09/19	DeM & Wh: Trash Pick-up, September 2019	$140.00
37161	668	MARY SCHONS	09/09/19	Staff Development Day presenter	$100.00
37162	669	NIPSCO	09/09/19	DeM & Wh: Gas & electric service	$5,959.22
37163	670	OFFICE DEPOT	09/09/19	Office, janitorial, & library supplies	$441.05
37164	671	UNIQUE MANAGEMENT SERVI	09/09/19	Collections: Initial/Secondary Placements- August 2019	$62.65
37165	672	USA TODAY	09/09/19	Rens & Wh: Newspaper subscriptions Acct# 4243565 and Acct# 4209466	$666.84

Total Amount of Claims **$63,049.41**

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, September 09, 2019

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 2 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of $63,049.41

Date this 9th **day of** September **,20** 19 .

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

O
C
T.

Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, October 14, 2019, 6pm
Rensselaer Public Library

Opening of Meeting	Moment of Silence
Approval of Consent Agenda & Consent Agenda Items	Action

Minutes of September Board Meeting
Bills/Financial Reports
Salary Ordinance Update (R 7)
Policy Review (R 10)

General Business

Budget 2020 Adoption (R 10)	Action
Advanced Tax Draw Resolution (R 10)	Action
Add New Material Type – Wonderbooks (R 10)	Action
DeMotte Parking Lot Project Update (R 10)	Information
2020 Slate of Officers (R 12)	Information

Director's Report (R 10–R 13)	Information

Items for Future Agendas

Public Forum

Adjournment

To inform, enrich, and empower our diverse community.

MINUTES **September 9, 2019**
Jasper County Public Library Board of Trustees **Wheatfield Library**
6:00 PM

Present: Natalie Waling, Janet Umlauf, Kevin Kaluf, Julie Davidson, Patricia Stringfellow, Rayann Gilmore, Evie Parrish, Rachael Cavinder
Absent: Mark Heinig, Janelle Harper, Kristie Housman

Board President, J. Umlauf, appointed J. Davidson Secretary Pro-Tem for the meeting in the absence of the Board Secretary, Treasurer, and Assistant Treasurer.

Agenda & Consent Agenda Approval: The Agenda and Consent Agenda Items including the August Board Meeting Minutes, bills/financial reports, Group Visit Policy review, Board By-Laws revisions, Mission/Role/Values revisions, and Blu-ray/DVD Policy revisions were approved as presented on a motion by J. Davidson, seconded by K. Kaluf. Motion passed.

2020 Budget Hearing: No citizens were in attendance for the hearing with questions or concerns on the proposed budgets. The President deemed the hearing closed.

DeMotte Parking Lot Project Update: P. Stringfellow met with Architect, Harry Mohler, on August 26. He is working on parking lot plans. He has been reviewing 1992 blueprints for DeMotte Library and in so doing found evidence of library storm drainage plans. He believes that in 1992 the library installed and paid for a storm drain that carries water down the street south from the library and into a ditch near the car dealership. When meeting with Town of DeMotte representatives earlier this summer he asked about storm drains and was told that DeMotte does not have storm drainage system, so he is revisiting this with the town. This is an important matter to sort out as having this already in place could be very good news for our project and how we are required to handle water.

NILBA Dinner Invitation: On behalf of the Northwest Indiana Library Board Association, the Board is invited to attend a workshop, followed by a separate dinner presentation, both led by John Chrastka, Executive Director of Every Library, on Tuesday, October 29, 2019. The workshop "Caucus the Good Idea" will be from 3-5pm at the Lake County Public Library in Merrillville, and the dinner presentation "Library Political Literacy: Thriving, Interesting, Prosperous" will be at Avalon Manor in Merrillville from 6-8pm. Registration is required; attending one but not the other is acceptable. P. Stringfellow and R. Gilmore plan to attend. Board members who wish to attend should let P. Stringfellow know by September 30 so they can be registered. J. Davidson indicated that she would like to attend both and J. Umlauf would like to attend the dinner.

Wheatfield Library Annual Report: Children's Specialist, Rachael Cavinder, shared how embracing Harwood has led her to think about community partnerships. Partnering with the area schools has included monthly classroom visits to Wheatfield Elementary for stories & sharing of Library news; monthly visits to the Wheatfield Elementary Latch-key program for stories, Library news, and crafts; visits to Head Start preschool every other month; visits to the Library from Kougar Pride preschool and Wheatfield Elementary 1st grade classes; visits to the Kindergarten classes to promote September's National Library Card Month; Wheatfield Elementary, KV Intermediate, and Middle school visits to promote Summer Reading; being a judge at Wheatfield Elementary's Book Fair; and visiting the KV High School book discussion club to promote the library and the Teen Book Club offered every month during the school year. In addition to being a place to check out items, used the internet, make copies, send faxes, and use study rooms/meeting rooms, the Library has become a community center. Many home school families in particular have recently been spending time here not only doing homework but using other services such as the games computer. We recently added ABC Mouse to our database subscriptions and patrons are really enjoying it. Even young preschoolers in Story Time have been excited to learn about this great educational program. The new STEAM kits have been a great hit at the library! Many patrons have been enjoying checking them out. A staff member's daughter was recently in town with her family and checked out one of the kits. The Snap Circuits were enjoyed so much that they are considering purchasing something similar for Christmas gifts. Rachael has also used two of the STEAM kits in her Maker Monday program and the kids loved it!

Branch Manager, Evie Parrish, reported a successful year with library programming. Offering a variety of craft/hands-on classes, usually on Friday nights, has proven popular with men & women of all ages. Classes have included creating botanical prints, Instant Pot 101, fairy gardens, NASA consultant Kevin Manning presenting about space, and building bat boxes. Upcoming programs include a Halloween wreath craft at the end of the month and a Christmas gnome craft in November. Many in the community are recognizing the library as a community center. A wide variety of groups and organizations use the library meeting/study rooms such as Census workers rooms for meetings and interviews; local solar project meeting; the Gideon's, and AA. Fax machine use is high and more and more people are recognizing the ease of printing here. As the needs of patrons have changed we have also adjusted and rearranged some of our facilities recently removing two "free reads" racks and a large table to open up some areas that were once crowded. This will hopefully direct patrons to notice other things such as our Awesome bookshelf and quiet seating area. We are again out of room for DVDs/Blu-rays, which is our fastest growing collection, so the goal in the next year is to figure out a way to accommodate this growth. Evie is envisioning an "AV corner" of the library where all audiovisual materials will be located.

Director's Report: P. Stringfellow reported that recently DeMotte staff noticed some fencing and posts going up at the KV School next to the DeMotte Library with one of the posts being close to the library's empty lot. She contacted maintenance staff at the school and learned that the school is installing some fencing and gates that will be closed to deter vehicles from entering the school parking lot during school hours. One of the gates will be at the end of 10th Street which runs in front of the library's empty lot.

Adjournment: With no further matters for discussion J. Umlauf adjourned the meeting at 6:23 PM.

Julie Davidson
Julie Davidson, Secretary Pro-Tem

Janet Umlauf
Attest: Janet Umlauf, President

CIRCULATION BY HOLDINGS CODE
September 2019

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	0	0	0	0
Award Winner JE (DAJE)	0	0	0	0
Award Winner JFIC (DAJFIC)	19	1	0	20
Award Winner JNF (DAJNF)	0	0	0	0
Award Winner JPFIC (DAJBPF)	0	0	0	0
Award Winning fiction (DAWFIC)	0	0	0	0
Award Winning non-fiction (DAWN	0	0	0	0
Award Winner YAFIC (DAYAF)	0	0	0	0
Award Winner YAPFIC (DAYPBF)	0	0	0	0
Biography (DBIO)	41	7	1	49
Blu-Ray (DBR)	283	6	10	299
Books on CD (DBKCD)	70	1	2	73
Books on Tape (DBKT)	0	0	0	0
Compact Disc (DCD)	102	4	0	106
Digital Audiobooks (DDA)	42	0	1	43
DVD (DDVD)	1440	64	50	1554
Equipment (DEQP)	20	0	0	20
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	0	0	0	0
Fiction (DFIC)	533	22	15	570
Fiction Fantasy (DFICF)	0	0	0	0
Fiction Inspirational (DFICI)	11	0	0	11
Fiction Mystery (DFICM)	97	4	0	101
Fiction New (DFICNEW)	478	19	16	513
Fiction Science Fiction (DFICSF)	2	0	0	2
Fiction Western (DFICW)	8	5	0	13
Genealogy (DGENE)	0	0	0	0
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	70	3	14	87
Hanging Bags (DHANG)	14	0	0	14
Hotspots (DWIFI)	0	34	4	38
ILL (DILL)	19	0	0	19
Internet (DINTER)	563	0	0	563
Juv. Audio book (DJAUDB)	23	0	1	24
Juv. Biography (DJBIO)	15	1	3	19
Juv. Book on CD (DJBKCD	0	0	0	0
Juv. Book on Tape (DJBKT)	0	0	0	0
Juv. Compact Disc (DJCD)	25	0	0	25
Juv. Digital Device (DJDDP)	16	0	0	16
Juvenile Easy (DJE)	709	7	10	726
Juv. Easy Non-fiction (DJENF)	64	0	1	65
Juv. Easy Reader (DJER)	395	3	6	404
Juv. Easy Reader NF (DJERN)	10	0	0	10
Juv. Fiction (DJFIC)	537	14	11	562
Juv. Graphic Novel (DJGN)	15	2	1	18
Juv. Holiday books (DJHOL)	59	0	2	61
Juv. Magazine (DJMAG)	16	0	0	16
Juv. Music Cassette (DJMC)	0	0	0	0
Juv. Nonfiction (DJNF)	262	8	14	284

Juv. Nonfic Text Bk (DJNFTB)	0	0	0	0
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	0	0	0
Juv. Reference (DJREF)	0	0	0	0
Juv. Toddler (DJTOD)	184	0	0	184
Large Print Fiction (DLPF)	146	5	3	154
Large Print Inspirational (DLPI)	0	0	0	0
Large Print Mystery (DLPM)	0	0	0	0
Large Print New (DLPN)	89	8	2	99
Large Print Nonfic (DLPNF)	7	1	1	9
Large Print Western (DLPW)	1	0	0	1
Magazine (DMAG)	323	0	13	336
Music Cassette (DMCAS)	0	0	0	0
Nonfiction 000 (DNF000)	0	1	0	1
Nonfiction 100 (DNF100)	18	5	0	23
Nonfiction 200 (DNF200)	19	2	0	21
Nonfiction 300 (DNF300)	31	3	1	35
Nonfiction 400 (DNF400)	4	0	0	4
Nonfiction 500 (DNF500)	13	0	0	13
Nonfiction 600 (DNF600)	91	4	7	102
Nonfiction 700 (DNF700)	24	0	3	27
Nonfiction 800 (DNF800)	10	0	0	10
Nonfiction 900 (DNF900)	50	1	1	52
Nonfiction Blu-Ray (DNFBR)	0	0	0	0
Nonfiction DVD (DNFDVD)	35	1	5	41
Nonfiction (DNFIC)	7	0	0	7
Nonfiction New (DNFNEW)	118	9	6	133
Nonfiction VHS (DNFVHS)	0	0	0	0
Oversize (DOVER)	2	0	0	2
Professional Coll. (DPROF)	0	0	0	0
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	0	0	0	0
Playaway View (DVIEW)	0	0	0	0
Reference (DREF)	0	0	0	0
Ref. Magazine (DRMAG)	0	0	0	0
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	4	3	2	9
Software (DSWAR)	0	0	0	0
SRCS (SRCS) DeMotte	0	0	0	0
SRCS (From other libraries ILL-SR	3	104	1	108
SRCS (SRCSW) Wheatfield	0	0	0	0
STEAM Kits (DSTEAM)	15	0	0	15
Vertical File (DVF)	0	0	0	0
VHS (DVHS)	0	0	0	0
YA Audio book (DYAUDB)	3	0	0	3
YA Biography (DYAB)	1	0	0	1
YA Books on CD (DYABKCD)	0	0	0	0
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	77	6	3	86
YA Music CD (DYACD)	0	0	0	0
YA Nonfiction (DYANF)	7	1	0	8
YA Paperback Fic (DYAPBF)	0	0	0	0
Storage (DZSTO)	2	0	0	2
Award Winner JBIO (RAJBIO)	0	0	0	0

Award Winner JE (RAJE)	0	0	0	0
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	3	16	0	19
Blu-Ray (RBR)	19	390	21	430
Books on CD (RBKCD)	6	50	2	58
Books on Tape (RBKT)	0	0	0	0
Compact Disc (RCD)	5	55	3	63
Digital Audiobooks (RDA)	2	10	0	12
DVD (RDVD)	88	2002	64	2154
Equipment (REQP)	0	12	0	12
See librarian (RERR)	0	0	0	0
Express Book (REXP)	0	0	0	0
Fiction (RFIC)	38	422	12	472
Fiction Inspirational (RFICI)	0	0	0	0
Fiction New (RFICNEW)	20	303	27	350
Genealogy (RGENE)	0	0	0	0
Genealogy Mag (RGMAG)	0	0	0	0
Gen. Milroy Coll (RGMIL)	0	0	0	0
Graphic Novels (RGN)	0	112	7	119
Hanging Bag (RHANG)	1	9	0	10
Hotspots (RWIFI)	2	29	7	38
ILL (RILL)	0	24	1	25
Internet (RINTER)	0	534	0	534
Juv. Audio book (RJAUDB)	1	12	0	13
Juv. Biography (RJBIO)	0	4	0	4
Juv. Book on CD (RJBKCD)	0	0	0	0
Juv. Book on Tape (RJBKT)	0	0	0	0
Juv. Compact Disc (RJCD)	0	5	0	5
Juv. Digital Device (RJDDP)	0	14	1	15
Juvenile Easy (RJE)	25	472	11	508
Juv. Easy Non-fiction (RJENF)	10	67	0	77
Juv. Easy Reader (RJER)	9	313	6	328
Juv. Easy Reader NF (RJERN)	0	12	0	12
Juv. Fiction (RJFIC)	23	415	8	446
Juv. Graphic Novel (RJGN)	2	25	1	28
Juv. Magazine (RJMAG)	0	0	0	0
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	18	164	10	192
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	0	1	0	1
Juv. Reference (RJREF)	0	0	0	0
Juv. Toddler (RJTOD)	0	88	1	89
Large Print Fiction (RLPF)	3	140	1	144
Large Print Inspirational	0	0	0	0
Large Print Mystery (RLPM)	0	0	0	0
Large Print New (RLPN)	4	95	0	99
Large Print Nonfic (RLPNF)	2	7	1	10
Large Print Western (RLPW)	0	0	0	0
Magazine (RMAG)	0	189	0	189
Music Cassette (RMCAS)	0	0	0	0
Non-Fiction 000 (RNF000)	2	4	0	6
Non-Fiction 100 (RNF100)	1	9	1	11
Non-Fiction 200 (RNF200)	7	8	2	17
Non-Fiction 300 (RNF300)	13	33	7	53
Non-Fiction 400 (RNF400)	2	0	1	3

Non-Fiction 500 (RNF500)	0	6	1	7
Non-Fiction 600 (RNF600)	23	121	13	157
Non-Fiction 700 (RNF700)	4	38	5	47
Non-Fiction 800 (RNF800)	5	5	0	10
Non-Fiction 900 (RNF900)	5	20	2	27
Nonfiction Blu-Ray (RNFBR)	0	1	0	1
Nonfiction DVD (RNFDVD)	11	137	2	150
Nonfiction (RNFIC)	0	0	0	0
Nonfiction New (RNFNEW)	20	108	14	142
Nonfiction VHS (RNFVHS)	0	0	0	0
Oversize (ROVER)	0	0	0	0
Playaway View (RVIEW)	2	8	0	10
Professional Coll. (RPRO)	0	6	0	6
Reference (REF)	0	0	0	0
Reference Business (RREFB)	0	0	0	0
Ref. Magazine (RRMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	0	5	0	5
Software (RSWAR)	0	1	0	1
SRCS (SRCS) DeMotte	81	7	5	93
SRCS (From other libraries ILL-SR	0	0	0	0
SRCS (SRCSW) Wheatfield	6	3	38	47
STEAM Kits (RSTEAM)	0	4	0	4
Vertical File (RVF)	0	2	0	2
VHS (RVHS)	0	0	0	0
YA Audio book (RYAUDB)	1	2	0	3
YA Biography (RYAB)	0	0	0	0
YA Books on CD (RYABKCD)	0	0	0	0
YA Books on Tape (RYABKT)	0	0	0	0
YA Fiction (RYAF)	1	63	2	66
YA Music CD (RYACD)	11	11	0	22
YA Nonfiction (RYANF)	0	1	0	1
YA Paperback Fic (RYAPBF)	0	0	0	0
Storage (RZSTO)	0	2	0	2

Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	0	0	23	23
Blu-Ray (WBR)	18	6	276	300
Books on CD (WBKCD)	8	7	121	136
Books on Tape (WBKT)	0	0	0	0
Compact Disc (WCD)	4	0	65	69
Digital Audiobooks (WDA)	0	0	12	12
DVD (WDVD)	67	51	1589	1707
Equipment (WEQP)	0	0	4	4
See librarian (WERR)	0	0	0	0
Express Book (WEXP)	0	0	0	0
Fiction (WFIC)	18	16	203	237
Fiction Fantasy (WFICF)	2	0	4	6
Fiction Inspirational (WFICI)	11	2	46	59
Fiction Mystery (WFICM)	6	3	29	38
Fiction New (WFICNEW)	26	20	166	212
Fiction Science Fiction (WFICSF)	0	0	0	0
Fiction Western (WFICW)	0	0	6	6
Genealogy (WGENE)	0	0	0	0

Genealogy Mag (WGMAG)	0	0	0	0
Graphic Novels (WGN)	12	2	38	52
Hanging Bags (WHANG)	0	0	3	3
Hotspots (WWIFI)	5	30	6	41
ILL (WILL)	3	0	18	21
Internet (WINTER)	0	0	248	248
Juv. Audio book (WJAUDB)	2	0	37	39
Juv. Biography (WJBIO)	0	1	11	12
Juv. Book on CD (WJBKCD)	0	0	0	0
Juv. Book on Tape (WJBKT)	0	0	0	0
Juv. Compact Disc (WJCD)	0	0	7	7
Juv. Digital Device (WJDDP)	0	0	8	8
Juvenile Easy (WJE)	34	16	731	781
Juv. Easy Non-fiction (WJENF)	0	0	39	39
Juv. Easy Reader (WJER)	1	1	308	310
Juv. Easy Reader NF (WJERN)	0	0	1	1
Juv. Fiction (WJFIC)	43	8	264	315
Juv. Graphic Novel (WJGN)	0	2	12	14
Juv. Magazine (WJMAG)	1	0	25	26
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	10	6	90	106
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	0	0
Juv. Toddler (WJTOD)	6	0	219	225
Large Print Fiction (WLPF)	7	5	59	71
Large Print Inspirational (WLPI)	2	2	4	8
Large Print Mystery (WLPM)	5	0	13	18
Large Print New (WLPN)	10	4	86	100
Large Print Nonfic (WLPNF)	0	1	10	11
Large Print Western (WLPW)	0	0	0	0
Magazine (WMAG)	10	0	106	116
Non-Fiction 000 (WNF000)	5	0	0	5
Non-Fiction 100 (WNF100)	1	1	8	10
Non-Fiction 200 (WNF200)	1	0	10	11
Non-Fiction 300 (WNF300)	1	0	21	22
Non-Fiction 400 (WNF400)	0	0	1	1
Non-Fiction 500 (WNF500)	0	0	5	5
Non-Fiction 600 (WNF600)	4	5	56	65
Non-Fiction 700 (WNF700)	3	0	10	13
Non-Fiction 800 (WNF800)	0	0	6	6
Non-Fiction 900 (WNF900)	4	0	13	17
Nonfiction Blu-Ray (WNFBR)	0	0	3	3
Nonfiction DVD (WNFDVD)	12	4	109	125
Nonfiction (WNFIC)	0	0	0	0
Nonfiction New (WNFNEW)	14	0	47	61
Nonfiction VHS (WNFVHS)	0	0	0	0
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0
Playaway View (WVIEW)	0	0	4	4
Reference (WREF)	0	0	0	0
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	0	1	0	1

Software (WSWAR)	0	0	0	0
SRCS (SRCS) DeMotte	0	0	0	0
SRCS (From other libraries ILL-SR	0	0	0	0
SRCS (SRCSW) Wheatfield	0	0	0	0
STEAM Kits (WSTEAM)	0	0	7	7
Vertical file (WVF)	0	0	1	1
VHS (WVHS)	0	0	0	0
YA Biography (WYAB)	2	1	0	3
YA Books on CD (WYABKCD)	2	0	1	3
YA Books on Tape (WYABKT)	0	0	0	0
YA Fiction (WYAF)	9	11	80	100
YA Music CD (WYACD)	0	0	0	0
YA Nonfiction (WYANF)	8	0	5	13
YA Paperback Fic (WYAPBF)	0	0	0	0
Storage (WZSTO)	0	0	1	1
TOTAL	8095	7161	5762	21018

CIRCULATION BY HOLDINGS CODE
September 2019

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	0	0	0
Award Winner JE (AJE)	0	0	0	0
Award Winner JFIC (AJFIC)	19	1	0	20
Award Winner JNF (AJNF)	0	0	0	0
Award Winner JPFIC (AJPF)	0	0	0	0
Award Winning fiction (AWFIC)	0	0	0	0
Award Winning non-fiction (AWNF	0	0	0	0
Award Winner YAFIC (AYAF)	0	0	0	0
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	44	23	24	91
Blu-Ray (BR)	320	403	310	1033
Books on CD (BKCD)	84	58	125	267
Books on Tape (BKT)	0	0	0	0
Compact Disc (CD)	111	59	68	238
Digital Audiobooks (DA)	44	10	13	67
DVD (DVD)	1595	2117	1703	5415
Equipment (EQP)	20	12	4	36
See librarian (ERR)	0	0	0	0
Express Book (EXP)	0	0	0	0
Fiction (FIC)	589	460	230	1279
Fiction Fantasy (FICF)	2	0	4	6
Fiction Inspirational (FICI)	22	2	46	70
Fiction Mystery (FICM)	103	7	29	139
Fiction New (FICNEW)	524	342	209	1075
Fiction Science Fiction (FICSF)	2	0	0	2
Fiction Western (FICW)	8	5	6	19
Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0
Graphic Novels (GN)	82	117	59	258
Hanging Bags (HANG)	15	9	3	27
Hotspots (WIFI)	7	93	17	117

ILL (ILL)	22	24	19	65
Internet (INTR)	563	534	248	1345
Juv. Audio book (JAUDB)	26	12	38	76
Juv. Biography (JBIO)	15	6	14	35
Juv. Book on CD (JBCD)	0	0	0	0
Juv. Book on Tape (JBKT)	0	0	0	0
Juv. Compact Disc (JCD)	25	5	7	37
Juv. Digital Device (JDDP)	16	14	9	39
Juvenile Easy (JE)	768	495	752	2015
Juv. Easy Non-Fiction (JENF)	74	**67**	40	181
Juv. Easy Reader (JER)	405	317	320	1042
Juv. Easy Reader NF (JERN)	10	12	1	23
Juv. Fiction (JFIC)	603	437	283	1323
Juv. Graphic Novel (JGN)	17	29	14	60
Juv. Holiday (JHOL)	59	0	2	61
Juv. Magazine (JMAG)	17	0	25	42
Juv. Music Cassette (JMC)	0	0	0	0
Juv. Nonfiction (JNF)	290	178	114	582
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback Fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	1	0	1
Juv. Reference (JREF)	0	0	0	0
Juv. Toddler (JTOD)	190	88	220	498
Large Print Fiction (LPF)	156	150	63	369
Large Print Inspirational (LPI)	2	2	4	8
Large Print Mystery (LPM)	5	0	13	18
Large Print New (LPN)	103	107	88	298
Large Print Nonfic (LPNF)	9	9	12	30
Large Print Western (LPW)	1	0	0	1
Magazine (MAG)	333	189	119	641
Music Cassette (MCAS)	0	0	0	0
Non-Fiction 000 (NF000)	7	5	0	12
Non-Fiction 100 (NF100)	20	15	9	44
Non-Fiction 200 (NF200)	27	10	12	49
Non-Fiction 300 (NF300)	45	36	29	110
Non-Fiction 400 (NF400)	6	0	2	8
Non-Fiction 500 (NF500)	13	6	6	25
Non-Fiction 600 (NF600)	118	130	76	324
Non-Fiction 700 (NF700)	31	38	18	87
Non-Fiction 800 (NF800)	15	5	6	26
Non-Fiction 900 (NF900)	59	21	16	96
Non-Fiction Blu-Ray (NFBR)	0	1	3	4
Non-Fiction DVD (NFDVD)	58	142	116	316
Nonfiction (NFIC)	7	0	0	7
Nonfiction New (NFNEW)	152	117	67	336
Nonfiction VHS (NFVH)	0	0	0	0
Oversize (OVER)	2	0	0	2
Professional Coll. (PROF)	0	6	0	6
Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	0	0	0	0
Playaway View (VIEW)	2	8	4	14
Reference (REF)	9	30	31	70
Reference Business (REFB)	0	0	0	0
Ref. Magazine (RMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0

Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	4	9	2	15
Software (SWAR)	0	1	0	1
SRCS (SRCS) DeMotte	81	7	5	93
SRCS (From other libraries III-SRC	3	104	1	108
SRCS (SRCSW) Wheatfield	6	3	38	47
STEAM Kits (STEAM)	15	4	7	26
Vertical File (VF)	0	2	0	2
VHS	0	0	0	0
YA Audio book (YAUDB)	6	2	1	9
YA Biography (YAB)	3	1	0	4
YA Books on CD (YABKCD)	2	0	1	3
YA Books on Tape (YABKT)	0	0	0	0
YA Fiction (YAF)	87	80	85	252
YA Music CD (YACD)	11	11	0	22
YA Nonfiction (YANF)	15	2	5	22
YA Paperback Fic (YAPBF)	0	0	0	0
Storage (ZSTO)	2	2	1	5
				0
Free reads	187	151	132	470
Games/Puzzles	30	100	0	130
Talking books	0	0	0	0
Assignment Shelf Books	0	0	0	0
TOTAL	8323	7443	5928	21694

	DeMotte	**Rensselaer**	**Wheatfield**	
ADULT BOOKS				
Fiction	1706	1228	825	3759
Nonfiction	590	484	329	1403
CHILDREN'S BOOKS				
Fiction	2012	1379	1590	4981
Nonfiction	438	252	170	860
YA BOOKS				
Fiction	169	197	144	510
Nonfiction	18	3	5	26
Juv. Digital Devices Pre-loaded	16	14	9	39
Magazines, Adult	333	189	119	641
Magazines, Children	17	0	25	42
Sound Recordings, adult	247	129	208	584
Sound Recordings, ch	77	37	48	162
Online databases	0	0	0	0
Software	0	1	0	1
SRCS	90	114	44	248
STEAM Kits	15	4	7	26
Vertical file	0	2	0	2
VHS/DVD/Blu-Ray	1975	2671	2136	6782
Equipment	27	105	21	153
Total	7730	6809	5680	20219
A-V Circulation	2299	2838	2392	7529
A-V Circulation as % of total	29.7%	41.7%	42.1%	37.2%

CIRCULATION STATISTICS

September 2019

	DEMOTTE			RENSSELAER			WHEATFIELD			SYSTEM
	Added Vols.	Withdrew Vols.	**Circu-lation**	Added Vols.	Withdrew Vols.	**Circu-lation**	Added Vols.	Withdrew Vols.	**Circu-lation**	**Total Circ.**
ADULT BOOKS										
Fiction	76	108	**1,706**	80	2	**1,228**	72	104	**825**	**3,759**
Nonfiction	28	5	**590**	57	10	**484**	15	4	**329**	**1,403**
CHILDREN'S BKS										
Fiction	72	52	**2,012**	52	216	**1,379**	65	1	**1,590**	**4,981**
Nonfiction	31	219	**438**	10	1	**252**	37	0	**170**	**860**
YA BOOKS										
Fiction	24	0	**169**	11	234	**197**	9	0	**144**	**510**
Nonfiction	2	0	**18**	0	1	**3**	10	0	**5**	**26**
J Digital Devices	2	0	**16**	2	0	**14**	0	0	**9**	**39**
Magazines,Adult	0	0	**333**	0	1	**189**	0	5	**119**	**641**
Magazines, Child	0	0	**17**	0	0	**0**	0	0	**25**	**42**
Games, Toys	0	0	**0**	0	0	**0**	0	0	**0**	**0**
Sound Rec/Adult	1	1	**247**	9	42	**129**	4	1	**208**	**584**
Sound Rec/Child	0	0	**77**	4	23	**37**	0	0	**48**	**162**
Online Databases	0	0	**0**	0	0	**0**	0	0	**0**	**0**
Software	0	1	**0**	0	2	**1**	0	0	**0**	**1**
SRCS	0	0	**90**	0	0	**114**	0	0	**44**	**248**
STEAM Kits	0	0	**15**	0	0	**4**	0	0	**7**	**26**
Vertical Files	0	0	**0**	0	0	**2**	0	0	**0**	**2**
DVD/BluRay	63	196	**1,975**	103	13	**2,671**	83	23	**2,136**	**6,782**
Equipment	0	0	**27**	0	0	**105**	0	0	**21**	**153**
TOTAL	299	582	**7,730**	328	545	**6,809**	295	138	**5,680**	**20,219**

END OF MONTH:	**DEMOTTE**	**RENSSELAER**	**WHEATFIELD**
Total Materials Owned	84,436	77,558	61,555
Circulation Increase/Decrease	**8.8%**	**-16.3%**	**5.9%**

MONTHLY SYSTEM STATISTICS	2018	2019	% change
Current month's Circulation	20,603	20,219	-1.9%
Jan. to date circulation	195,972	186,409	-4.9%

R3

DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION		
Start of Month Volumes	**End of Month** Volumes	**Start of Month** Volumes	**End of Month** Volumes	**Start of Month** Volumes	**End of Month** Volumes	
						ADULT BOOKS
23,541	23,509	15,717	15,795	16,997	16,965	**Fiction**
19,837	19,860	19,488	19,535	8,208	8,219	**Nonfiction**
						CHILDREN'S BKS
16,535	16,555	14,746	14,582	13,418	13,482	**Fiction**
9,368	9,180	6,572	6,581	6,974	7,011	**Nonfiction**
						YA BOOKS
2,358	2,382	3,477	3,254	3,343	3,352	**Fiction**
615	617	406	405	143	153	**Nonfiction**
				0	0	**J Digital Devices**
				2	-3	**Magazines,Adult**
				0	0	**Magazines, Child**
0	0	0	0	0	0	**Games, Toys**
4,099	4,099	605	572	4,716	4,719	**Sound Rec/Adult**
672	672	4,519	4,500	908	908	**Sound Rec/Child**
20	20	646	646	16	16	**Online Databases**
64	63	17	15	-21	-21	**Software**
		0	0	0	0	**SRCS**
		6	6	6	6	**STEAM Kits**
105	105	-1	-1	43	43	**Vertical Files**
7,389	7,256	11,436	11,526	6,588	6,648	**VHS/DVD/Blu-ray**
118	118	142	142	57	57	**Equipment**
84,721	84,436	77,776	77,558	61,398	61,555	**TOTAL**

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT R5
September 2019

	DeMotte	Hrs.	Rensselaer	Hrs.	Wheatfield	Hrs.	TOTAL	HOURS SPENT
INTRALIBRARY LOANS FILLED	271	59	305	66	253	55	829	180
LOCAL HISTORY								
In person	4	1	9	3	3	1	16	5
Letters written	1	1	6	6	0	0	7	7
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use-Wired	563	23	534	22	248	10	1345	56
Internet use-Wireless	1560		2160		720		4440	
VCR Use	0	0	0	0	0	0	0	0
Microforms	2	0	19	3	0	0	21	3
Public FAX24	39		33		46		118	
Typewriter use	0	0	0	0	0	0	0	0
Other equipment used	18	6	25	8	6	2	49	16
OTHER LIBRARY SERVICES USED								
One-on-One Instruction	36		10		3		49	
Outreach activities	32	32	12	8	1	1	45	30
Notarized documents	0	0	0	0	0	0	0	0
Meeting Room Use (no. of grou	44	15	56	19	31	10	131	44
Study room use	56	5	110	9	23	2	189	16
Proctoring	2	1	0	0	0	0	2	1
Tax Forms distributed	0	0	0	0	0	0	0	0
Pull Requests	0	0	0	0	0	0	0	0
E-books downloaded							2881	
IN-HOUSE USE ITEMS	900		370		180		1450	
SELF-CHECKOUT USE	53		368		91		512	
INTERLIBRARY LOANS								
Requests made for:							74	19
Items rec'd for:							70	35
Items requested by other librari								
Items supplied to other libraries							46	23

REGISTRATIONS

	DeMotte	Rensselaer	Wheatfield	TOTAL
Total Borrowers	7437	11152	4624	23213
Non-resident, paying	0	0	0	0
PLAC card users	0	0	0	0
Reciprocal borrowers	279	459	127	865
Number of New Patrons Added	50	34	31	

PROGRAMS

	DeMotte	Hrs.	Rensselaer	Hrs.	Wheatfield	Hrs.	TOTAL	HOURS SPENT
Programs for all ages	0	0	0	0	0	0	0	0

Children's Programs (0-13)	15	90	15	90	14	84	44	264
Number attending	257		121		438		816	
YA Programs (14-17)	1	6	2	12	1	6	4	24
Number attending	7		15		3		25	
Adult Programs	6	36	8	48	0	0	14	84
Number attending	152		94		42		288	
Senior Citizen Programs	5	30	2	12	6	36	13	78
Number attending	39		50		41		130	
Total Number of Programs	**27**	162	**27**	162	**21**	126	**75**	450
Total Persons Attending	**455**		**280**		**524**		**1259**	
Total Attending Same Month Last Yr.	1046		450		489		1985	
Total Staff Hours Spent		305		306		207	817	883
Total Number of In-House Progra	**19**		**26**		**14**		**59**	
Total Attendance	**294**		**242**		**250**		**786**	
Total Number of Outreach Progra	**8**		**1**		**7**		**16**	
Total Attendance	**161**		**38**		**274**		**473**	

CIRCULATION BY PATRON CODE

PATRONS	**DeMotte**		**Rensselaer**		**Wheatfield**		**ALL LIBRARIES**	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	4691	60.5%	3954	57.5%	3998	70.8%	12643	62.4%
Corporate	9	0.1%	0	0.0%	0	0.0%	9	0.0%
Juvenile 0-11	45	0.6%	273	4.0%	84	1.5%	402	2.0%
Juvenile-AV	740	9.5%	559	8.1%	765	13.5%	2064	10.2%
Nonresident No Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Nonresident Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
PLAC (state library card)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Adult	111	1.4%	318	4.6%	71	1.3%	500	2.5%
Reciprocal Juvenile	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Juvenile AV	67	0.9%	101	1.5%	0	0.0%	168	0.8%
Reciprocal YA	1	0.0%	0	0.0%	0	0.0%	1	0.0%
Reciprocal YA AV	0	0.0%	0	0.0%	0	0.0%	0	0.0%
School	0	0.0%	81	1.2%	0	0.0%	81	0.4%
School AV	0	0.0%	15	0.2%	0	0.0%	15	0.1%
St. Joseph College	0	0.0%	0	0.0%	0	0.0%	0	0.0%
SRCS	0	0.0%	55	0.8%	0	0.0%	55	0.3%
Staff	1812	23.4%	1290	18.8%	641	11.4%	3743	18.5%
Walking books	41	0.5%	107	1.6%	24	0.4%	172	0.8%
YA 12-17	12	0.2%	10	0.1%	47	0.8%	69	1.7%
YA-AV	220	2.8%	115	1.7%	16	0.3%	351	1.7%
Total	7749		6878		5646		20273	
All items borrowed by nonresidents	179	2.3%	515	7.5%	71	1.3%	765	3.8%

R7

Salary Ordinance 2019
Updated 10/14/19

Name	Classification	Hrly Wage	Start Date	Hrs Worked	Library
Marlene Beedle	Specialist I	$22.33	10/1/19	32	D
Nicole Bishop	Clerk	$10.84	11/1/19	19	D
Kate Becker	Clerk	$10.32	11/1/19	14	D

In August I reported that Marlene Beedle applied for and was moved to a Clerk position at DeMotte Library. She is a twenty-seven year employee. In early September while the Specialist Position was still posted and open she indicated that she wanted her old job back. She was interviewed and we have promoted her back to her Specialist I position. Nicole Bishop has been moved from her 14 hour clerk position to a 19 hour position (the Clerk position vacated when Marlene went back to Specialist I), and Kate Becker has been moved from her 13 hour clerk position to a 14 hour clerk position (Clerk position vacated by Nicole). Wages did not change for Nicole and Kate, just hours in their positions.

We have examined and approved the changes to the 2019 Jasper County Public Library Salary Ordinance. Dated 10/14/19.

Kristi Hanson

Julie Davidson

Resolution to Request Advance Draw

Whereas, it has been determined that the Jasper County Public Library needs additional funds to operate; therefore, we the Board of Trustees of the Jasper County Public Library do resolve to approve this request to the County Auditor and County Treasurer for 95% of all possible revenues received to date for the Library Operating Fund and General Obligation Bond Fund to the Jasper County Public Library, payable 30 days from the date of this resolution.

ADOPTED THIS __14th____ DAY OF _____October____________, 2019.

NAY	AYE
	Julie Davidson
	Krista Honsma

ATTEST: Krista Honsma

Secretary of the Jasper County Public Library Board

FILED

OCT 17 2019

Kimberly K. Grow

Auditor, Jasper Co.

Patty Stringfellow and the Jasper County Library Board,

Thank you for the opportunity to attend the conference on Rural and small libraries. It was exciting and encourging to see what other rural libraries are doing. I brought back many vibrant ideas to implement in our libraries. I was honored to be a part of this excellent conference.

Thank you!

Sincerely,

Debbie Kristoff

R 10

Director's Report
September 2019

Consent Agenda:

You will be approving the minutes of the September Board meeting, bills, and financial reports.

Salary Ordinance Update: There were updates this month. Please see R7. **If you approve the Consent Agenda, you will approve the Salary Ordinance Update as presented.**

Policies for Review: Four policies are up for review in October: Public Forum Policy, Harassment/Discrimination Policy, Library Credit Card Policy, and Digital Access Card Policy. No revisions are recommended.

General Business:

Budget 2020 Adoption: At the October meeting you will need to pass a resolution adopting the 2020 Budget as advertised. As a reminder here is a budget summary: Operating Fund $2,663,543; Rainy Day Fund $726,872.

Advanced Tax Draw Resolution: In past years we have requested an Advance Tax Draw from the County Auditor when tax collection time draws near. This is to ensure we receive tax revenue at the earliest possible moment, which we prefer. Each request is valid for 30 days. We recommend that the Board pass an Advanced Tax Draw Resolution. A Board motion is required.

Add New Material Type – Wonderbooks: Our Children's Librarians would like to circulate Wonderbooks, a product geared to children that is a physical book with an audio component. Features include: one-touch power and reset buttons; easy-to-use play controls for kids; outside-facing speaker for the highest quality audio performance; headphone jack for independent listening; and micro-USB charging port. Read-along and Learning Mode provide two impactful experiences that we think our youngest patrons will enjoy. We recommend that we add Wonderbooks as a new material type with the following circulation parameters: hold/renewals allowed; 3-week checkout; 10 cent overdue fine; and no checkout limit. Wonderbooks would not be available via SRCS and would be available at all JCPL locations. A board vote is required to add Wonderbooks as a new material type.

DeMotte Parking Lot Project Update: Last month I reported that I met with Architect, Harry Mohler, on August 26 and that he was working on parking lot plans. He had been reviewing 1992 blueprints for DeMotte Library and in so doing found evidence of library storm drainage plans. He believes that in 1992 the library installed and paid for a storm drain that carries water down the street south from the library and into a ditch near the car dealership. When meeting with Town of DeMotte representatives earlier this summer he asked about storm drains and was told that DeMotte does not have storm drainage system. After our August 26 meeting Harry thought more about that and concluded that it would be valuable to get a new complete survey of the DeMotte Library property and has spoken with our library attorney, Ed, who agrees. Harry explained to me he and ED discussed the zoning ordinance with regard to setbacks at property lot lines, etc. If the Library was ever to build an addition on any of the new lots, they would need setbacks from each of the property lines – or variances from each one. A more reasonable process would be to "replat" all of the lots into one lot. Additionally, Harry would like to ask the surveyor to verify that the Library can use the sewer we appear to have paid for 28 years ago. It seems like a good way to confirm that it is the Library's storm sewer. I sent an email to Ed asking for guidance on how best to complete this survey. I am waiting for his reply.

2020 Slate of Officers: At the November Board meeting the Nominating Committee will need to present a slate of officers for 2020. The elections will be held at the December Board meeting. The Nominating Committee is comprised of Janelle Harper, Kevin Kaluf, and Janet Umlauf, Chair. Article VI of the Board Bylaws provides information about each office and the role of the nominating committee. Officers can serve in the same position only two consecutive years.

Director's Report

October began with our day-long Staff Development Day at DeMotte Library. Training topics included: Community Engagement (mini Harwood course) and Chair Exercises. We enjoyed lunch and an ice cream sundae bar together and recognized staff anniversaries. LEUs were earned.

September was Library Card Sign-Up Month. The Marketing Committee promoted the value of a library card and enticed new patron sign-ups with prize giveaways. Library staff made presentations inside and outside the library to promote card sign-up. In September we issued 115 new traditional library cards.

Purdue Extension Coordinated a Senior Expo at the fairgrounds on October 9. We had a booth to promote library programs and services.

I coordinated two community conversations with the Jasper Newton Foundation in September, sadly one was cancelled due to zero registration, and we held the other with two community members in attendance. This was disappointing after our good turnout for our June conversation. We continue to turn outward and ask about community aspirations. Our Staff Development Day mini-Harwood workshop reminded us of other useful tools for getting at community aspirations.

At the invitation of the Indiana State Library I served on the 2019 Annual Report committee. We met via telephone to discuss questions, content, and instructions with an eye to improvement. I really enjoy working on committees such as this.

I attended ILF Legislative Fall Forum at Anderson Public Library on October 3. We reviewed the legislative process, discussed how to deal with ambiguity, uncertainty, advocacy and communication, discussed policy priorities, relationship mapping, and how to work our library supporter network. I served as a table facilitator for the exercise on dealing with ambiguity and uncertainty.

System Administrator News

Sheila attended a NICCL Workshop in Ft Wayne. She deemed it an excellent day and reported "David Lee King spoke on how to watch for and become aware of technology trends, how to add new tech trends to libraries, current tech trends and what they mean for libraries… and change management." She "turned on email archiving, but have had issues with outlook login pop-up boxes. She discovered that Outlook needed updates applied in order to fix this." She filled out and emailed e-rate paperwork to the Indiana State Library as required and worked on various hotspot-related matters.

Technical Services News

Becky reports that serials conversion is complete. There have been problems receiving correct items from Junior Library Guild. Customer Service has been poor so that problem has not yet been corrected. Becky and Mary leave for TLCU on October 13. They are headed to Utah for this conference coordinated by our integrated library system vendor, TLC.

DeMotte Library News

Debbie reports, "Bats, skunks, tarantula, and a sugar glider in the library? Oh my!! What a great event enjoyed by many. The Incrediblebats program was held on Saturday, September 28 and was a great success. We had a total of 33 in attendance. Dan, our host, spoke on the importance of bats to our environment, showed a slideshow and a short video and then brought out two different types of bats: Nefertiti, an Egyptian fruit bat and Savannah, a four month old African straw-colored bat. He also brought out Loki, a lavender skunk, and Bubbles, the sugar glider, as well as a tarantula. Patrons stopped at the circ desk after the program and asked if we could have more great programs with animals like this in the future."

Rensselaer Library News

Janice reports, “Our Tuesday story time is very well attended. The kids have a great time with stories, games and crafts. Saint Augustine students and teachers are glad to be back in the library. The visit to CDC went very well. We played with Floam, play dough and used the rubber stamps and stamp pads. Head Start will come to the library every month. They have a very young class this year but the children did pretty well coming to us for their first field trip.” Linda reports, “Rensselaer replaced a damaged study carrel with a narrower table from Wheatfield. Our study room continues to be busy, and the Computer Room now functions as a second study space.”

Wheatfield Library News

Evie reports, “Rachael and Nikki held two well-attended Story Time classes, a K-1 book talk, the After School Program, Library Lego, and a teen book discussion. Since it’s a new school year, Rachael visited the Kindergarten classes at Wheatfield Elementary, began reading to classes at WES, and the first graders had a field trip here. Rachael is also leading WES’s Latch-key program once a month with a story, craft, and book talks. Rachael and Nikki also created a new display of a tree in the night – kids are coloring owls when they are here to be added to the tree…it’s very cute and the kids are really enjoying seeing their work on the wall!”

Please contact me if you are unable to attend the October Board meeting or if you have any questions about materials in your packet.-Patty

F1

JCPL FINANCIAL STATEMENT
September 30, 2019

	Beginning 2019 Balance	Current Month Disbursements	Y-T-D Disbursements	Current Month Receipts	Y-T-D Receipts	Ending Balance
Operating Fund	$769,507.09	$188,217.29	$1,720,464.24	$75,144.81	$1,479,697.03	$528,739.88
Public Library Access Card Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Gift Fund	$19,919.87	$1,891.52	$19,068.40	$0.00	$16,624.68	$17,476.15
DeMotte	$5,295.26	$313.23	$4,701.75	$0.00	$5,813.03	$6,406.54
Rensselaer	$11,498.67	$1,195.78	$10,004.69	$0.00	$7,478.89	$8,972.87
Wheatfield	$3,125.94	$382.51	$4,361.96	$0.00	$3,332.76	$2,096.74
Library Improvement Reserve Fund	$231,768.60	$0.00	$0.00	$19.70	$173.40	$231,942.00
Bond & Interest Redemption Fund	$3,142.90	$0.00	$0.00	$0.00	$0.00	$3,142.90
Rainy Day Fund	$2,249,509.13	$1,401.81	$13,016.22	$3,610.80	$36,195.04	$2,272,687.95
Includes Investments of: $2,087,265.89						
State Technology Fund Grant Fund	$0.00	$1,782.00	$16,038.00	$0.00	$20,244.00	$4,206.00
Capital Projects Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Includes Investments of:						
Host/Hospitality Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Levy Excess Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Sales Tax	$220.62	$0.00	$198.89	$3.77	$105.29	$127.02
Construction Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Petty Cash Funds	$120.00	$0.00	$0.00	$0.00	$0.00	$120.00
Cash Change Fund	$150.00	$0.00	$0.00	$0.00	$0.00	$150.00
Insurance Refund Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Insurance Settlement Fund	$0.00	$0.00	$6,766.67	$0.00	$6,766.67	$0.00
Payroll Withholding Accts.						
FIT Tax Collected	$0.00	$7,053.39	$65,158.05	$7,053.39	$65,158.05	$0.00
FICA Tax Collected	$0.00	$7,976.17	$72,704.86	$7,976.17	$72,704.86	$0.00
State Tax Collected	$0.00	$3,585.62	$32,571.17	$3,585.62	$32,571.17	$0.00
County Tax Collected	$0.00	$2,809.11	$25,538.25	$2,809.11	$25,538.25	$0.00
Deferred Comp.	$0.00	$2,840.00	$25,560.00	$2,840.00	$25,560.00	$0.00
#125 Pre-tax Plan	$48.16	$3,413.99	$31,470.52	$3,571.53	$31,751.06	$328.70
Employee Life Insur.	$0.88	$243.95	$2,207.55	$243.96	$2,206.64	($0.03)
Employee INPRS	$0.00	$3,276.80	$29,844.68	$3,276.80	$29,844.68	$0.00
Garnishments	$23.47	$0.00	$574.37	$0.00	$550.90	$0.00
Credit Union	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
EIC	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
TOTAL ALL FUNDS....................	$3,274,410.72	$224,491.65	$2,061,181.87	$110,135.66	$1,845,691.72	$3,058,920.57

F2

Bank Balances

Jasper County Public Library

Report as of: **09/30/19**

	Bank	
1	Alliance Bank	$971,384.68
2	Cash On Hand	$270.00
3	IN-02-0225-0001 TrustINdiana	$2,087,265.89
	Total all banks =	**$3,058,920.57**

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

OPEN INVESTMENTS:

Renewal Date	CD/ACCT #	Issued By	Terms	Principal	%-Interest	Fund	Date Invested	Interest Earned	Comments
	IN-02-0225-0001	TrustINdiana	N/A	$2,000,000.00		Rainy Day	05/15/17	$4,142.20	Jan-19
								$3,803.93	Feb-19
								$4,229.44	Mar-19
								$4,082.24	Apr-19
								$4,203.53	May-19
								$4,042.03	Jun-19
								$4,082.78	Jul-19
								$3,869.08	Aug-19
								$3,594.96	Sep-19

CLOSED INVESTMENTS:

TOTAL INTEREST EARNED: **$36,050.19**

F2.1

Appropriation Report for 100OPERATING FUND

Jasper County Public Library

Report Date: From **09/01/19** ***To*** **09/30/19**

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent*
1. Personal Services							
1.11 SALARY OF LIBRARIAN	$77,251.00	$0.00	$77,251.00	$6,437.60	$57,844.80	$19,406.20	25.1
1.12 SALARY OF ASSISTANTS	$1,153,291.00	$0.00	$1,153,291.00	$93,331.52	$853,337.10	$299,953.90	26.0
1.13 WAGES OF JANITORS	$95,314.00	$0.00	$95,314.00	$7,568.24	$65,477.77	$29,836.23	31.3
1.21 EMPLOYER'S SHARE-FICA	$101,428.00	$0.00	$101,428.00	$7,976.17	$72,704.86	$28,723.14	28.3
1.22 UNEMPLOYMENT COMPENSATION	$2,482.00	$0.00	$2,482.00	$256.08	$2,411.44	$70.56	2.8
1.23 EMPLOYER'S CONTRIB.- PERF	$117,580.00	$0.00	$117,580.00	$9,630.38	$87,805.51	$29,774.49	25.3
1.24 EMPLOYER'S CONTRIB.- INS.	$169,655.00	$0.00	$169,655.00	$10,454.50	$95,913.26	$73,741.74	43.5
Subtotal	*$1,717,001.00*		$1,717,001.00	$135,654.49	$1,235,494.74	$481,506.26	28.0
2. Supplies							
2.11 OFFICIAL RECORDS	$500.00	$0.00	$500.00	$0.00	$0.00	$500.00	100.0
2.12 STATIONERY AND PRINTING	$1,000.00	$0.00	$1,000.00	$0.00	$0.00	$1,000.00	100.0
2.13 OTHER OFFICE SUPPLIES	$8,000.00	$0.00	$8,000.00	$919.09	$4,476.19	$3,523.81	44.0
2.21 CLEANING & SANITATION SUPPLIES	$6,500.00	$0.00	$6,500.00	$479.55	$4,618.48	$1,881.52	28.9
2.23 OTHER OPERATING SUPPLIES	$6,000.00	$0.00	$6,000.00	$419.38	$3,232.82	$2,767.18	46.1
2.31 BUILDING MATERIALS & SUPPLIES	$2,000.00	$0.00	$2,000.00	$0.00	$152.53	$1,847.47	92.4
2.32 PAINT AND PAINTING SUPPLIES	$400.00	$0.00	$400.00	$229.61	$229.61	$170.39	42.6
2.33 REPAIR PARTS	$1,000.00	$0.00	$1,000.00	$9.32	$520.62	$479.38	47.9
2.41 LIBRARY SUPPLIES	$17,400.00	$0.00	$17,400.00	$1,341.24	$12,533.81	$4,866.19	28.0
2.42 MARKETING SUPPLIES	$100.00	$0.00	$100.00	$0.00	$100.00	$0.00	0.0
Subtotal	*$42,900.00*		$42,900.00	$3,398.19	$25,864.06	$17,035.94	39.7

3. Other Services and Charge

F3a

F3b

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
3.13 LEGAL SERVICES	$7,000.00	$0.00	$7,000.00	$450.00	$2,610.00	$4,390.00	62.7
3.14 OTHER PROFESSIONAL SERVICES	$16,500.00	$0.00	$16,500.00	$325.00	$3,689.51	$12,810.49	77.6
3.145 DATABASES & LICENSING SERVICES	$25,034.00	$0.00	$25,034.00	$37.00	$18,347.42	$6,686.58	26.7
3.146 E-BOOKS SERVICES	$31,500.00	$0.00	$31,500.00	$5,190.16	$17,440.16	$14,059.84	44.6
3.147 APPS	$100.00	$0.00	$100.00	$0.00	$2.99	$97.01	97.0
3.21 TELEPHONE	$12,000.00	$0.00	$12,000.00	$3,578.74	$9,373.21	$2,626.79	21.9
3.22 POSTAGE	$2,500.00	$0.00	$2,500.00	$0.00	$2,194.37	$305.63	12.2
3.23 MILEAGE	$20,000.00	$0.00	$20,000.00	$1,577.07	$12,783.70	$7,216.30	36.1
3.24 PROFESSIONAL MEETINGS	$12,000.00	$0.00	$12,000.00	$834.60	$5,610.37	$6,389.63	53.2
3.25 FREIGHT	$1,800.00	$0.00	$1,800.00	$123.69	$1,211.77	$588.23	32.7
3.26 NETWORKING	$86,400.00	$0.00	$86,400.00	$1,140.82	$8,232.50	$78,167.50	90.5
3.31 ADVERTISING & PUBLIC NOTICES	$800.00	$0.00	$800.00	$10.10	$539.04	$260.96	32.6
3.33 MARKETING ADVERTISING	$2,500.00	$0.00	$2,500.00	$40.00	$2,350.90	$149.10	6.0
3.41 OFFICIAL BONDS	$500.00	$0.00	$500.00	$0.00	$300.00	$200.00	40.0
3.42 OTHER INSURANCE	$30,000.00	$0.00	$30,000.00	$283.00	$17,252.00	$12,748.00	42.5
3.51 GAS	$25,000.00	$0.00	$25,000.00	$818.09	$14,500.81	$10,499.19	42.0
3.52 ELECTRICITY	$110,000.00	$0.00	$110,000.00	$9,744.91	$70,001.02	$39,998.98	36.4
3.53 WATER	$4,000.00	$0.00	$4,000.00	$243.13	$2,368.87	$1,631.13	40.8
3.54 WASTE DISPOSAL SERVICES	$8,000.00	$0.00	$8,000.00	$573.85	$5,564.31	$2,435.69	30.4
3.61 BUILDING & STRUCTURES	$118,270.00	$0.00	$118,270.00	$3,433.11	$39,178.64	$79,091.36	66.9
3.62 EQUIPMENT REPAIRS	$2,000.00	$0.00	$2,000.00	$0.00	$290.90	$1,709.10	85.5
3.72 EQUIPMENT RENTALS	$300.00	$0.00	$300.00	$12.45	$261.05	$38.95	13.0
3.91 DUES	$2,000.00	$0.00	$2,000.00	$0.00	$2,172.18	($172.18)	-8.6
3.93 TAXES & ASSESSMENTS	$300.00	$0.00	$300.00	$0.00	$336.00	($36.00)	-12.0
3.94 TRANSFER TO LIRF	$50,000.00	$0.00	$50,000.00	$0.00	$0.00	$50,000.00	100.0
3.95 BOOK REIMBURSEMENT	$200.00	$0.00	$200.00	$0.00	$8.99	$191.01	95.5

Account #	Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
3.96	PETTY CASH	$120.00	$0.00	$120.00	$0.00	$0.00	$120.00	100.0
3.98	MAINTENANCE/SERVICE CONTRACTS	$112,754.00	$0.00	$112,754.00	$766.81	$83,792.06	$28,961.94	25.7
	Subtotal	*$681,578.00*		$681,578.00	$29,182.53	$320,412.77	$361,165.23	53.0
4. Capital Outlays								
4.4	FURNITURE & EQUIPMENT	$82,681.00	$0.00	$82,681.00	$2,001.69	$3,249.10	$79,431.90	96.1
4.51	BOOKS	$150,000.00	$0.00	$150,000.00	$9,170.36	$81,359.28	$68,640.72	45.8
4.52	PERIODICALS & NEWSPAPERS	$22,000.00	$0.00	$22,000.00	$3,235.11	$12,027.08	$9,972.92	45.3
4.53	NONPRINTED MATERIALS	$60,000.00	$0.00	$60,000.00	$5,574.92	$42,057.21	$17,942.79	29.9
	Subtotal	*$314,681.00*		$314,681.00	$19,982.08	$138,692.67	$175,988.33	55.9
	Grand Total	$2,756,160.00	$0.00	$2,756,160.00	$188,217.29	$1,720,464.24	$1,035,695.76	37.6

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

F3c

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
3.96 PETTY CASH	$120.00	$0.00	$120.00	$0.00	$0.00	$120.00	100.0
3.98 MAINTENANCE/SERVICE CONTRACTS	$112,754.00	$0.00	$112,754.00	$763.41	$83,788.66	$28,965.34	25.7
Subtotal	*$681,578.00*		$681,578.00	$29,179.13	$320,409.37	$361,168.63	53.0
4. Capital Outlays							
4.4 FURNITURE & EQUIPMENT	$82,681.00	$0.00	$82,681.00	$2,001.69	$3,249.10	$79,431.90	96.1
4.51 BOOKS	$150,000.00	$0.00	$150,000.00	$9,170.36	$81,359.28	$68,640.72	45.8
4.52 PERIODICALS & NEWSPAPERS	$22,000.00	$0.00	$22,000.00	$3,235.11	$12,027.08	$9,972.92	45.3
4.53 NONPRINTED MATERIALS	$60,000.00	$0.00	$60,000.00	$5,574.92	$42,057.21	$17,942.79	29.9
Subtotal	*$314,681.00*		$314,681.00	$19,982.08	$138,692.67	$175,988.33	55.9
Grand Total	$2,756,160.00	$0.00	$2,756,160.00	$188,213.89	$1,720,460.84	$1,035,699.16	37.6

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

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Appropriation Report for 151RAINY DAY FUND

Jasper County Public Library

Report Date: From **09/01/19** *To* **09/30/19**

F3d

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent*
3. Other Services and Charge							
3.13 LEGAL SERVICES	$10,000.00	$0.00	$10,000.00	$0.00	$750.00	$9,250.00	92.5
3.14 OTHER PROFESSIONAL SERVICES	$50,000.00	$0.00	$50,000.00	$700.00	$3,829.50	$46,170.50	92.3
3.21 TELEPHONE	$0.00	$0.00	$0.00	$0.00	$6,074.70	($6,074.70)	#Div/0!
3.61 BUILDING & STRUCTURES	$100,000.00	$0.00	$100,000.00	$0.00	$1,000.00	$99,000.00	99.0
Subtotal	*$160,000.00*		$160,000.00	$700.00	$11,654.20	$148,345.80	92.7
4. Capital Outlays							
4.3 IMPROVEMENTS OTHER THAN BUILD.	$359,604.00	$0.00	$359,604.00	$0.00	$0.00	$359,604.00	100.0
4.4 FURNITURE & EQUIPMENT	$0.00	$0.00	$0.00	$701.81	$1,362.02	($1,362.02)	#Div/0!
Subtotal	*$359,604.00*		$359,604.00	$701.81	$1,362.02	$358,241.98	99.6
Grand Total	$519,604.00	$0.00	$519,604.00	$1,401.81	$13,016.22	$506,587.78	97.5

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

Appropriation Report for 155STATE TECHN.FUND GRANT

Jasper County Public Library

Report Date: From **09/01/19** *To* **09/30/19**

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent*
3. Other Services and Charge							
3.26 NETWORKING	$0.00	$0.00	$0.00	$1,782.00	$16,038.00	($16,038.00)	#Div/0!
Subtotal	*$0.00*		$0.00	$1,782.00	$16,038.00	($16,038.00)	#Div/0!
Grand Total	$0.00	$0.00	$0.00	$1,782.00	$16,038.00	($16,038.00)	#Div/0!

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

F3e

Printed on *Thursday, October 10, 2019*

F4a

Voucher List

Jasper County Public Library

Report Date: From **09/01/19** *To* **09/30/19**

Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	**Total**
37108	614	AARON'S LAWN CARE	09/09/19	Dem, Rens, & Wh: Mowing & edging	$850.00
37109	615	ADVANCED IMAGING SOLUTI	09/09/19	Patron copiers quarterly maintenance agreement 8/30-11/29/19	$717.86
37110	616	ANTHEM BLUE CROSS BLUE	09/09/19	Health Insurance premiums- September 2019	$12,493.13
37111	617	ANTHEM LIFE	09/09/19	Life Insurance premiums- September 2019	$100.98
37112	618	BAKER & TAYLOR	09/09/19	Books, Continuations, AV, Auto. Yours	$9,288.66
37113	619	BAKER & TAYLOR ENTERTAIN	09/09/19	AV	$3,013.05
37114	620	BLUETARP FINANCIAL, INC	09/09/19	Caulk	$8.59
37115	621	BOOKPAGE	09/09/19	BookPage subscription October 2019 - September 2020	$576.00
37116	622	BREAKOUT, INC.	09/09/19	Breakout kits	$550.00
37117	623	BUSINESS MANAGEMENT DAI	09/09/19	Subscriptions: Manager's Legal Bulletin Acct# 43590832, Payroll Legal Alert Acct # 43590834	$306.00
37118	624	CENTURION TECHNOLOGIES	09/09/19	Smart Shield licenses & annual maintenance	$197.20
37119	625	CHICAGO TRIBUNE	09/09/19	Rens: Newspaper subscription, 6 months, Acct# 10433615	$240.50
37120	626	CI INSURANCE	09/09/19	Worker's Compensation Audit of 4/16/18-4/16/19, additional premium due	$283.00
37121	627	CULLIGAN WATER CONDITIO	09/09/19	Wh: Water Cooler Rental- September 2019	$12.45
37122	628	DELL MARKETING L.P.	09/09/19	Toner	$133.94
37123	629	DELTA DENTAL	09/09/19	Dental Insurance premiums- September 2019	$540.26
37124	630	ENA SERVICES LLC	09/09/19	Internet service for August 2019	$1,782.00
37125	631	GRAINGER	09/09/19	Casters, light bulbs, cam locks	$181.56
37126	632	HR SPECIALIST	09/09/19	HR Specialist newsletter subscription Acct# 43743204	$199.00
37127	633	ICC BUSINESS PRODUCTS	09/09/19	Chair mat, lime remover	$46.21
37128	634	INCREDIBLEBATS, INC	09/09/19	Program presenter	$325.00
37129	635	JANICE WILMA	09/09/19	Mileage 3/14-8/25/19	$421.08
37130	636	KROGER GARDIS & REGAS, L	09/09/19	Legal Assistance: Personnel & FMLA Matters	$450.00
37131	637	LINDA POORTENGA	09/09/19	Mileage 7/11-8/21/19	$205.32
37132	638	THE LOCK DOCTOR	09/09/19	Wh: Rekey/repair mortise cylinder on panic exit device & check various locks for proper functioning	$200.00
37133	639	MANAGE MOBILITY	09/09/19	Replacement hot spots	$701.81
37134	640	MIDWEST COLLABORATIVE F	09/09/19	Staff Development Day Program Presenter	$600.00
37135	641	MIDWEST TAPE	09/09/19	AV, audiobook sleeves	$1,912.18
37136	642	NIMBO IP LLC	09/09/19	Monthly Managed Service Fee- August 2019; Monthly Managed Service Fees not previously billed: May - July 2019	$3,260.00
37137	643	NITCO	09/09/19	DeM: Local Phone & Fax Service September 2019	$180.32
37138	644	OLLIS BOOK CORPORATION	09/09/19	Books	$67.79
37139	645	OVERDRIVE, INC.	09/09/19	Deposit on Advantage & Consortium accounts for future content purchases	$5,190.16
37140	646	PATTY STRINGFELLOW	09/09/19	Mileage 8/16/19	$103.24
37141	647	PRECISION CONTROL SYSTE	09/09/19	DeM: HVAC repair & maintenance	$2,605.72
37142	648	QUALITY LOGO PRODUCTS, I	09/09/19	Summer Reading Prizes: Flying Discs	$296.78
37143	649	QUILL CORPORATION	09/09/19	Library, janitorial, & office supplies, headphones	$567.79
37144	650	RAINBOW BOOK COMPANY	09/09/19	Books	$1,402.16
37145	651	RAYANN GILMORE	09/09/19	Mileage 6/13-8/16/19	$84.27
37146	652	TRUGREEN PROCESSING CE	09/09/19	DeM & Rens: Tree & shrub treatments	$192.95
37147	653	VISION SERVICE PLAN	09/09/19	Vision Insurance Premiums- September 2019	$214.74
37148	654	WAL-MART COMMUNITY/SYN	09/09/19	AV, Library & maintenance supplies	$287.12
37149	655	WHEATFIELD CHAMBER OF C	09/09/19	Sandhill Crane Festival 10x10 Booth	$40.00
0	656	PAYROLL	09/10/19	PAYROLL	$55,302.03

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Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
37150	657	ACE HARDWARE	09/09/19	Maintenance supplies	$414.05
37151	658	BLR	09/09/19	Indiana Employment Law Letter subscription	$546.77
37152	659	BUSINESS CARD	09/09/19	Conference & meeting expenses, vacuum, flexposts, maintenance, janitorial, & library supplies, domain renewal, facebook advertising	$3,046.33
37153	660	CENTURYLINK	09/09/19	DeM: Long distance service- August 2019	$16.69
37154	661	CENTURYLINK	09/09/19	Rens: Fax line service- September 2019	$56.57
37155	662	DEMCO	09/09/19	Coated paper labels, polyfit, subject classification labels	$299.58
37156	663	DONNA BARKO	09/09/19	Mileage 6/11-9/5/19	$43.96
37157	664	HP PRODUCTS CORPORATIO	09/09/19	Janitorial supplies	$324.99
37158	665	INDIANA GROCERY GROUP, L	09/09/19	Management Meeting expenses	$31.89
37159	666	INDIANA LIBRARY FEDERATIO	09/09/19	Legislative Fall Forum registrations- R. Gilmore, P. Stringfellow	$70.00
37160	667	INDIANA WASTE SERVICE	09/09/19	DeM & Wh: Trash Pick-up, September 2019	$140.00
37161	668	MARY SCHONS	09/09/19	Staff Development Day presenter	$100.00
37162	669	NIPSCO	09/09/19	DeM & Wh: Gas & electric service	$5,959.22
37163	670	OFFICE DEPOT	09/09/19	Office, janitorial, & library supplies	$441.05
37164	671	UNIQUE MANAGEMENT SERVI	09/09/19	Collections: Initial/Secondary Placements- August 2019	$62.65
37165	672	USA TODAY	09/09/19	Rens & Wh: Newspaper subscriptions Acct# 4243565 and Acct# 4209466	$666.84
0	673	CHRISTINA SANDERS	09/10/19	Courier Mileage 8/16/19-8/31/19 (Conf. #835)	$395.56
0	674	GREAT-WEST RETIREMENT S	09/10/19	Annuity Withheld 9/10/19 payroll (Conf. #836)	$1,420.00
0	675	INPRS fbo PERF	09/10/19	INPRS Contributions 9/10/19 Payroll	$6,600.87
0	676	IRS USA TAXPAYMENT	09/10/19	Federal Withholding, Medicare, & FICA withheld 9/10/19 Payroll & Ins. (Acknowledgement 52078588)	$11,892.83
0	677	TOWN OF DEMOTTE	09/10/19	DeM: Sewer & Water- August 2019 (conf# 834)	$179.78
0	678	TOWN OF WHEATFIELD	09/10/19	Wh: Sewer Service- September 2019 (Conf# 833)	$77.35
0	679	Cynthia Pfau	09/10/19	Wages from 9/10/19 payroll (bank account on file was not valid so Direct Deposit did not go through necessitating a replacement payment) Conf #839	$124.71
0	680	PAYROLL	09/25/19	PAYROLL	$51,910.62
0	681	AFLAC	09/25/19	Supplemental Insurance Septembert 2019 (Conf #843)	$763.33
0	682	CENTURYLINK	09/25/19	Wh: Fax line September 2019 (Conf #840)	$65.16
0	683	CHRISTINA SANDERS	09/25/19	Courier Mileage 9/1/19 -9/15/19 (Conf. #841)	$323.64
0	684	CITY OF RENSSELAER	09/25/19	RENS: Utilities 8/7/19 - 9/9/19 (Conf. #842)	$5,023.63
0	685	GREAT-WEST RETIREMENT S	09/25/19	Annuity Withheld 9/25/19 payroll (Conf. #844)	$1,420.00
0	686	INDIANA DEPARTMENT OF RE	09/25/19	State & County Taxes withheld September 2019 Payrolls	$6,394.73
0	687	INPRS fbo PERF	09/25/19	INPRS Contributions 9/25/19 Payroll	$6,306.31
0	688	IRS USA TAXPAYMENT	09/25/19	Federal Withholding, Medicare, & FICA withheld 9/25/19 Payroll & Ins. (Acknowledgement 21392225)	$11,112.90
0	689	THE TIMES	09/25/19	DeM: Newspaper subscription Acct# 170-00009893	$350.00
0	690	THE TIMES	09/25/19	WH: Newspaper subscription Acct# 170-00037838	$350.00
0	691	SPRINT	09/25/19	Hotspot Data Service 8/12/19 - 9/11/19 (Conf #845)	$1,140.82
0	692	INDIANA DEPT. OF WORKFOR	09/30/19	3rd Quarter 2019 Unemployment Compensation Pymt	$256.08
0	693	SQUARE, INC	09/30/19	Merchant Processing Fees- September 2019	$16.89
0	694	ALLIANCE BANK	09/30/19	Positive Pay Fee- September 2019	$15.00
0	695	ALLIANCE BANK	09/25/19	Direct Deposit Fees - August 2019; Refund for annual fee charges (AR# 130)	($3.40)
0	779	ALLIANCE BANK	09/25/19	Void Voucher# 695. Credit invoice was incorrectly entered as an accounts payable voucher when it should have been entered as a receipt since the bank credited the Library the amount. (AR# 130)	$3.40

F4c

Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	**Total**
				Total Amount of Claims	**$224,491.65**

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Friday, November 01, 2019

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of $224,491.65

Date this 11th day of November ,20 19 .

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

F5a

JASPER COUNTY PUBLIC LIBRARY
Receipt Breakdown
September 30, 2019

	THIS MONTH	YEAR-TO-DATE	TOTAL RECEIPTS THIS MONTH	TOTAL RECEIPTS YEAR-TO-DATE
FINES & FEES:			$2,201.35	$22,086.07
DeMotte	$679.86	$6,714.01		
Rensselaer	$911.34	$9,672.58		
Wheatfield	$610.15	$5,699.48		
PHOTOCOPIES:			$673.60	$7,156.09
DeMotte	$300.15	$2,494.85		
Rensselaer	$259.05	$3,371.04		
Wheatfield	$114.40	$1,290.20		
INTEREST (Checking, Repurchase, CDs):			$51.73	$494.73
TAXES:			$72,036.21	$1,448,555.11
Property Tax	$0.00	$727,437.45		
LOIT	$17,903.55	$161,131.95		
License Excise Tax	$0.00	$62,533.84		
Financial Institution Tax	$0.00	$1,572.93		
CVET(Commercial Vehicle Excise)	$0.00	$8,685.00		
Local Option/Certified Shares	$0.00	$0.00		
Local Option/Property Tax Repl.	$0.00	$0.00		
LIT Certified Shares	$54,132.66	$487,193.94		
TAXABLE SALES:-			$3.81	$40.57
REFUNDS:			$178.11	$1,364.46
Rebates/Refund	$3.40	$53.40		
Insurance Claims/Reimbursements	$0.00	$0.00		
Meeting Room Rental	$50.00	$1,150.00		
Reimbursement	$124.71	$124.71		
Fixed Asset Sales	$0.00	$0.00		
Miscellaneous Receipts	$0.00	$36.35		
Interfund Transfer	$0.00	$0.00		
TOTAL OPERATING FUND RECEIPTS			**$75,144.81**	**$1,479,697.03**
PLAC FUND:			$0.00	$0.00
GIFT FUNDS:			$0.00	$16,624.68
DeMotte	$0.00	$5,813.03		
Rensselaer	$0.00	$7,478.89		
Wheatfield	$0.00	$3,332.76		
LIB. IMPROV. RESERVE FUND:			$19.70	$173.40
Interest Earned	$19.70	$173.40		
Transfer from OPERATING	$0.00	$0.00		
BOND & INTEREST REDEMPTION FUND:			$0.00	$0.00
Property Tax	$0.00	$0.00		
License Excise Tax	$0.00	$0.00		
Financial Institution Tax	$0.00	$0.00		
CVET(Commercial Vehicle Excise)	$0.00	$0.00		
Interfund Transfer	$0.00	$0.00		
RAINY DAY FUND:			$3,610.80	$36,195.04
Special CAGIT Distribution	$0.00	$0.00		
Special LOIT Distribution	$0.00	$0.00		
Interest Earned	$3,610.80	$36,195.04		
Interfund Transfer	$0.00	$0.00		
STATE TECHNOLOGY FUND GRANT FUND:-			$0.00	$20,244.00
HOST/HOSPITALITY FUND:			$0.00	$0.00
LEVY EXCESS FUND:			$0.00	$0.00
SALES TAX:			$3.77	$105.29
CASH CHANGE FUND			$0.00	$0.00
INSURANCE REFUND FUND:			$0.00	$0.00
Interfund Transfer	$0.00	$0.00		
INSURANCE SETTLEMENT FUND			$0.00	$6,766.67
SUB-TOTAL (page 1)			**$78,779.08**	**$1,559,806.11**

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WITHHOLDING ACCOUNT FUNDS:			$31,356.58	$285,885.61
FIT Tax Collected	$7,053.39	$65,158.05		
FICA Collected	$7,976.17	$72,704.86		
State Tax Collected	$3,585.62	$32,571.17		
County Tax Collected	$2,809.11	$25,538.25		
Deferred Comp Plan	$2,840.00	$25,560.00		
Pre-tax Insurance Plans	$3,571.53	$31,751.06		
Life Insurance	$243.96	$2,206.64		
INPRS	$3,276.80	$29,844.68		
Garnishments	$0.00	$550.90		
Credit Union	$0.00	$0.00		
TOTAL RECEIPTS - ALL FUNDS...			**$110,135.66**	**$1,845,691.72**

F6A

Voucher List

Jasper County Public Library

Report Date: From **10/01/19** *To* **10/14/19**

Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	*Total*
0	696	PAYROLL	10/10/19	PAYROLL	$53,319.83
0	697	ALLIANCE BANK	10/10/19	Direct Deposit Fees - September 2019	$36.60
0	698	CHRISTINA SANDERS	10/10/19	Courier Mileage 9/16/19 -9/30/19 (Conf. #847)	$395.56
0	699	GREAT-WEST RETIREMENT S	10/10/19	Annuity Withheld 10/10/19 payroll (Conf. #849)	$1,420.00
0	700	INPRS fbo PERF	10/10/19	INPRS Contributions 10/10/19 Payroll	$6,322.06
0	701	IRS USA TAXPAYMENT	10/10/19	Federal Withholding, Medicare, & FICA withheld 10/10/19 Payroll & Ins. (Acknowledgement 44039729)	$11,408.31
0	702	TOWN OF DEMOTTE	10/10/19	DeM: Sewer & Water- September 2019 (conf# 846)	$168.90
0	703	TOWN OF WHEATFIELD	10/10/19	Wh: Sewer Service- October 2019 (Conf# 848)	$77.35
37166	704	AARON'S LAWN CARE	10/14/19	Dem, Rens, & Wh: Mowing & edging	$1,125.00
37167	705	ACE HARDWARE	10/14/19	Maintenance supplies	$47.73
37168	706	ALAN McPHERSON	10/14/19	Books	$41.90
37169	707	ANTHEM BLUE CROSS BLUE	10/14/19	Health Insurance premiums- October 2019/ Health Insurance premiums for Broussard - July, August, September & October 2019	$15,100.80
37170	708	ANTHEM LIFE	10/14/19	Life Insurance premiums- October 2019	$97.38
37171	709	BAKER & TAYLOR	10/14/19	Books, Continuations, AV, Auto. Yours	$9,809.96
37172	710	BAKER & TAYLOR ENTERTAIN	10/14/19	AV	$3,233.66
37173	711	BLUETARP FINANCIAL, INC	10/14/19	Screws	$12.65
37174	712	BRODART CO.	10/14/19	Inspirational labels	$16.44
37175	713	CARRIAGE PAPER PRODUCT	10/14/19	Thermal Paper Rolls	$158.30
37176	714	CENTURYLINK	10/14/19	DeM: Long distance service- September 2019	$16.12
37177	715	CENTURYLINK	10/14/19	Rens: Fax line service- October 2019	$56.65
37178	716	CI INSURANCE	10/14/19	Semi-annual premium for building insurance	$9,219.00
37179	717	CULBRETH'S LAWN & TREE L	10/14/19	WH: Removal of damaged tree and grind stump and back fill with dirt	$500.00
37180	718	DANIEL VAN BLAIRCOM	10/14/19	Mileage1/9 -7/9/19	$28.19
37181	719	DEBORAH KRISTOFF	10/14/19	Mileage 8/14 - 9/13/19/19	$345.68
37182	720	DEERWOOD GROUP LLC	10/14/19	Dem: Replaced countertops and side splashes in Women's public restrooms	$1,100.00
37183	721	DELTA DENTAL	10/14/19	Dental Insurance premiums- October 2019, Broussard August & September 2019 premiums	$635.60
37184	722	DEMCO	10/14/19	Angled Slatwall Book Holders, All Purpose Large Easels, Magbrowz small tray, Plastic sign holders Vertical and Horizontal, Anti-Static Spray, Clear Tape, Bilingual Classification Labels, High back Book pockets	$1,036.78
37185	723	ENA SERVICES LLC	10/14/19	Internet service forSeptember 2019	$1,782.00
37186	724	EVELYN S. PARRISH	10/14/19	Mileage 7/26 - 9/17/19	$358.44
37187	725	FAEGRE BAKER DANIELS LLP	10/14/19	Legal Assistance: Section 125 plan	$901.00
37188	726	GRAINGER	10/14/19	LED Lamp, Rechargeable Hand Lamp	$37.76
37189	727	HAMSTRA BUILDERS, INC.	10/14/19	WH: Caulked loose nail on roof	$195.00
37190	728	ICC BUSINESS PRODUCTS	10/14/19	Wood craft sticks, Swiffer Duster refills, Squeegee, Calendars, Calendar refills, Weekly Planners,	$121.85
37191	729	INDIANA GROCERY GROUP, L	10/14/19	DEM: Teen Program & Preschool Stem; Rens: Cook the book Adult Program	$58.45
37192	730	INDIANA WASTE SERVICE	10/14/19	DeM & Wh: Trash Pick-up, October 2019	$140.00
37193	731	JOHNSON CONTROLS FIRE P	10/14/19	Annual Fire Alarm Tests & Inspections	$2,529.27
37194	732	KROOSWYK PLUMBING, HEAT	10/14/19	Dem: Disconnect then Reinstall plumbing after new countertops installed in Woman's Public Restroom	$360.00
37195	733	LINDA THOMPSON	10/14/19	Mileage 9/24/19	$25.52
37196	734	KARI DORTHY BACHELDER	10/14/19	Refund	$24.99
37197	735	KROGER GARDIS & REGAS, L	10/14/19	Legal Assistance: Personnel & Section 125 Plan Matters	$120.00

F6B

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
37198	736	MIDWEST TAPE	10/14/19	AV	$1,107.52
37199	737	NANETTE SPEACHT	10/14/19	Mileage 4/29-9/25/18	$60.32
37200	738	NEILE TRAINOR	10/14/19	Mileage 7/3-9/25/19	$238.96
37201	739	NICKOLE HACHLICA	10/14/19	Mileage 10/1/19	$25.52
37202	740	NIMBO IP LLC	10/14/19	Monthly Managed Service Fee	$815.00
37203	741	NIPSCO	10/14/19	DeM & Wh: Gas & electric service	$5,237.25
37204	742	NITCO	10/14/19	DeM: Local Phone & Fax Service October 2019	$182.60
37205	743	PATTY STRINGFELLOW	10/14/19	Mileage 9/12-10/4/19	$172.84
37206	744	PEGGY MICHELIN	10/14/19	Mileage 5/16-9/20/19	$20.53
37207	745	PRECISION CONTROL SYSTE	10/14/19	DeM: HVAC inspection & repair, replaced expansion tanks	$1,218.28
37208	746	PROQUEST LLC	10/14/19	Microfilm	$920.92
37209	747	QUILL CORPORATION	10/14/19	Library, janitorial, & office supplies	$421.33
37210	748	RAINBOW BOOK COMPANY	10/14/19	Books	$697.97
37211	749	RELIABLE EXTERMINATORS, I	10/14/19	Rens: Exterior treatment	$152.00
37212	750	RENSSELAER CHAMBER OF C	10/14/19	2017 Luncheon Meeting - January, February, March, May, & June 2019	$50.00
37213	751	RENSSELAER ROTARY CLUB	10/14/19	3rd quarter 2019 dues	$190.00
37214	752	ROEING CORPORATION	10/14/19	Tech Maintenance Support - 4th Installment 2019	$7,500.00
37215	753	SHEILA BROUSSARD	10/14/19	Mileage: 5/14-10/1/19; Counterparts expenses	$642.24
37216	754	STEVE'S SPECIALIZED SERVI	10/14/19	Laundry	$46.00
37217	755	SUNRISE PACKAGING INC.	10/14/19	Audiobook cases	$546.04
37218	756	UNIQUE MANAGEMENT SERVI	10/14/19	Collections: Initial/Secondary Placements- September 2019	$107.40
37219	757	VISION SERVICE PLAN	10/14/19	Vision Insurance Premiums- October 2019	$167.02
37220	758	WAL-MART COMMUNITY/SYN	10/14/19	Stem Program Supplies, Janitorial Supplies	$40.00
37221	759	WESTCHESTER PUBLIC LIBR	10/14/19	October 29, 2019 NILBA Workshop & Dinner - 4 attendees	$160.00
37222	760	BUSINESS CARD	10/14/19	Signs, ARSL Conference Expenses, Display Case, Unbirthday Party Supplies, Anniversary Supplies, Rensselaer Childrens Supplies, Facebook Ad	$2,532.74
37223	761	CAROLYNN DeVRIES	10/14/19	Mileage 10/3-10/04/19	$34.80
37224	762	CULLIGAN WATER CONDITIO	10/14/19	Wh: Water Cooler Rental- October 2019, 5-gallon drinking water- 6	$59.45
37225	763	HP PRODUCTS CORPORATIO	10/14/19	Janitorial supplies	$383.81
37226	764	KAUFMAN SEAL COATING LLC	10/14/19	Wh: Sealcoating Parking Lot	$4,600.00
37227	765	KONE, INC.	10/14/19	DeM: Elevator maintenance agreement 10/1-12/31/19	$456.03
37228	766	KROGER GARDIS & REGAS, L	10/14/19	Legal Assistance: Personnel & FMLA Matters	$570.00
37229	767	MAGAZINE SUBSCRIPTION SE	10/14/19	Annual January - December Magazine Subscription Renewals	$3,053.20
37230	768	OFFICE DEPOT	10/14/19	Office, library, and janitorial supplies	$813.31

F6C

Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	**Total**
				Total Amount of Claims	**$155,607.81**

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, October 14, 2019

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of $155,607.81

Date this 14th **day of** October **,20** 19 **.**

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

207.

Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, November 11, 2019, 6pm
Rensselaer Public Library

Opening of Meeting	Moment of Silence
Approval of Consent Agenda & Consent Agenda Items	Action

Minutes of October Board Meeting
Bills/Financial Reports
Salary Ordinance Update (R 7)
Policy Review (R 10)

General Business

Technical Services Librarian & Systems Administrator Annual Reports (R 67)	Information
Health Insurance Renewal (R 67)	Action
Dental & Vision Insurance Renewal (R 67)	Action
Long Range Plan 2020-2024 Adoption (R 14)	Action
Adoption of Revised Internal Controls Standards & System (R 27)	Action
2020 Slate of Officers (R 68)	Information
Year-End Board Meeting (R 68)	Information

Director's Report (R 67-R 71)	Information

Items for Future Agendas

Public Forum

Adjournment

To inform, enrich, and empower our diverse community.

MINUTES **October 14, 2019**
Jasper County Public Library Board of Trustees **Rensselaer Library**
6:00 PM

Present: Janet Umlauf, Mark Heinig, Kevin Kaluf, Janelle Harper, Kristie Housman, Julie Davidson, Patricia Stringfellow, Rayann Gilmore
Absent: Natalie Waling

Agenda & Consent Agenda Approval: The Consent Agenda and Consent Agenda items including the September Board Meeting Minutes, bills/financial reports, Salary Ordinance Update, Public Forum Policy, Harassment/Discrimination Policy, Library Credit Card Policy, and Digital Access Card Policy reviews were approved as presented on a motion by J. Davidson, seconded by K. Housman. Motion passed.

Budget 2020 Adoption: The 2020 budget has been advertised and a public hearing held with no public objections. The final step is to adopt the budget, sign the required forms, and submit to DLGF. Budget totals are: Operating Fund $2,663,543; Rainy Day Fund $726,872. The 2020 budget was adopted as advertised with a motion by M. Heinig, seconded by K. Kaluf. Motion was unanimously passed.

Advanced Tax Draw Resolution: To receive tax revenue as early as possible an Advanced Tax Draw request must be made to the County Auditor. The request is valid for 30 days. M. Heinig made a motion to request an advanced draw, seconded by J. Davidson. Motion passed.

Add New Material Type – Wonderbooks: Our Children's Librarians would like to circulate Wonderbooks, a product geared to children that is a physical book with an audio component. Features include: one-touch power and reset buttons; easy to use play controls for kids; outside-facing speaker for the highest quality audio performance; headphone jack for independent listening; and micro-USB charging port. Read-along and Learning Mode provide two impactful experiences that we think our youngest patrons will enjoy. We recommend that we add Wonderbooks as a new material type with the following circulation parameters: hold/renewals allowed; 3-week checkout; 10 cent overdue fine; and no checkout limit. Wonderbooks would not be available via SRCS and would be available at all JCPL locations. K. Housman moved to add Wonderbooks as a new material type with the presented circulation parameters, seconded by K. Kaluf. Motion passed.

DeMotte Parking Lot Project Update: Last month P. Stringfellow reported Architect, Harry Mohler, was working on parking lot plans and as he was reviewing 1992 blueprints for DeMotte Library found evidence of library storm drainage plans. He believes that in 1992 the library installed and paid for a storm drain that carries water down the street south from the library and into a ditch near the car dealership. When meeting with Town of DeMotte representatives earlier this summer he asked about storm drains and was told that DeMotte does not have a storm drainage system. Harry has concluded that it would be valuable to get a new complete survey of the DeMotte Library property and has spoken with our library attorney, Ed, who agrees. Harry and Ed discussed the zoning ordinance with regard to setbacks at property lot lines, etc. If the Library was ever to build an addition on any of the new lots, they would need setbacks from each of the property lines – or variances from each one. A more reasonable process would be to "replat" all of the lots into one lot. Additionally, Harry would like to ask the surveyor to verify that the Library can use the sewer we appear to have paid for 28 years ago. It seems like a good way to confirm that it is the Library's storm sewer. P. Stringfellow sent an email to Ed asking for guidance on how best to proceed with having the survey completed. She is waiting for his reply.

2020 Slate of Officers: The nominating committee, J. Umlauf (chairperson), J. Harper, and K. Kaluf, will present a slate of officers for 2020 at the November Board Meeting. Board members can only serve two consecutive years in the same office. Election of officers will be at the December Board Meeting.

Director's Report: Each board member received a Jasper County Public Library mug. P. Stringfellow explained that these mugs are in appreciation of the board's service. All staff members received mugs, most at Staff Development Day on October 4. J. Umlauf and J. Davidson will be attending the upcoming NILBA Dinner on October 29. We are already into the last quarter of the year and departments are working to wrap up purchasing for 2019.

K. Housman shared a thank-you card written by Debbie Kristoff, DeMotte Branch Manager, to the Library Board and Director, in appreciation of the opportunity to attend the ARSL conference.

Adjournment: With no further matters for discussion J. Umlauf adjourned the meeting at 6:12 PM.

Krist Housman
Kristie Housman, Secretary

Janet Umlauf
Attest: Janet Umlauf, President

CIRCULATION BY HOLDINGS CODE
October 2019

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	0	0	0	0
Award Winner JE (DAJE)	0	0	0	0
Award Winner JFIC (DAJFIC)	24	0	0	24
Award Winner JNF (DAJNF)	0	0	0	0
Award Winner JPFIC (DAJBPF)	0	0	0	0
Award Winning fiction (DAWFIC)	0	0	0	0
Award Winning non-fiction (DAWN	0	0	0	0
Award Winner YAFIC (DAYAF)	0	0	0	0
Award Winner YAPFIC (DAYPBF)	0	0	0	0
Biography (DBIO)	51	4	3	58
Blu-Ray (DBR)	278	5	6	289
Books on CD (DBKCD)	61	3	7	71
Books on Tape (DBKT)	0	0	0	0
Compact Disc (DCD)	56	1	0	57
Digital Audiobooks (DDA)	26	0	0	26
DVD (DDVD)	1493	79	54	1626
Equipment (DEQP)	8	0	0	8
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	0	0	0	0
Fiction (DFIC)	489	15	16	520
Fiction Fantasy (DFICF)	0	0	0	0
Fiction Inspirational (DFICI)	11	0	0	11
Fiction Mystery (DFICM)	73	5	1	79
Fiction New (DFICNEW)	521	17	14	552
Fiction Science Fiction (DFICSF)	4	0	0	4
Fiction Western (DFICW)	6	1	0	7
Genealogy (DGENE)	0	0	0	0
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	70	3	8	81
Hanging Bags (DHANG)	10	0	1	11
Hotspots (DWIFI)	2	41	6	49
ILL (DILL)	13	0	0	13
Internet (DINTER)	470	0	0	470
Juv. Audio book (DJAUDB)	32	0	4	36
Juv. Biography (DJBIO)	44	0	3	47
Juv. Book on CD (DJBKCD	0	0	0	0
Juv. Book on Tape (DJBKT)	0	0	0	0
Juv. Compact Disc (DJCD)	21	0	0	21
Juv. Digital Device (DJDDP)	24	0	1	25
Juvenile Easy (DJE)	801	5	9	815
Juv. Easy Non-fiction (DJENF)	69	0	6	75
Juv. Easy Reader (DJER)	391	2	4	397
Juv. Easy Reader NF (DJERN)	10	0	0	10
Juv. Fiction (DJFIC)	594	14	9	617
Juv. Graphic Novel (DJGN)	19	3	1	23
Juv. Holiday books (DJHOL)	172	2	1	175
Juv. Magazine (DJMAG)	7	0	2	9
Juv. Music Cassette (DJMC)	0	0	0	0
Juv. Nonfiction (DJNF)	254	6	3	263

Juv. Nonfic Text Bk (DJNFTB)	0	0	0	0
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	0	0	0
Juv. Reference (DJREF)	0	0	0	0
Juv. Toddler (DJTOD)	236	0	1	237
Large Print Fiction (DLPF)	150	4	10	164
Large Print Inspirational (DLPI)	0	0	0	0
Large Print Mystery (DLPM)	0	0	0	0
Large Print New (DLPN)	108	8	4	120
Large Print Nonfic (DLPNF)	3	1	2	6
Large Print Western (DLPW)	1	0	0	1
Magazine (DMAG)	341	7	4	352
Music Cassette (DMCAS)	0	0	0	0
Nonfiction 000 (DNF000)	1	1	0	2
Nonfiction 100 (DNF100)	33	2	1	36
Nonfiction 200 (DNF200)	17	3	0	20
Nonfiction 300 (DNF300)	45	1	3	49
Nonfiction 400 (DNF400)	4	0	0	4
Nonfiction 500 (DNF500)	17	0	0	17
Nonfiction 600 (DNF600)	117	11	2	130
Nonfiction 700 (DNF700)	49	2	3	54
Nonfiction 800 (DNF800)	10	0	0	10
Nonfiction 900 (DNF900)	78	4	4	86
Nonfiction Blu-Ray (DNFBR)	0	0	0	0
Nonfiction DVD (DNFDVD)	47	0	0	47
Nonfiction (DNFIC)	12	0	0	12
Nonfiction New (DNFNEW)	127	9	10	146
Nonfiction VHS (DNFVHS)	0	0	0	0
Oversize (DOVER)	2	0	0	2
Professional Coll. (DPROF)	0	0	0	0
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	0	0	0	0
Playaway View (DVIEW)	0	0	0	0
Reference (DREF)	3	0	0	3
Ref. Magazine (DRMAG)	0	0	0	0
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	6	1	0	7
Software (DSWAR)	0	0	0	0
SRCS (SRCS) DeMotte	0	0	0	0
SRCS (From other libraries ILL-SR	2	142	0	144
SRCS (SRCSW) Wheatfield	0	0	0	0
STEAM Kits (DSTEAM)	18	0	0	18
Vertical File (DVF)	0	0	0	0
VHS (DVHS)	0	0	0	0
YA Audio book (DYAUDB)	0	0	0	0
YA Biography (DYAB)	1	0	0	1
YA Books on CD (DYABKCD)	0	0	0	0
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	74	2	4	80
YA Music CD (DYACD)	0	0	0	0
YA Nonfiction (DYANF)	10	1	0	11
YA Paperback Fic (DYAPBF)	0	0	0	0
Storage (DZSTO)	2	0	0	2
Award Winner JBIO (RAJBIO)	0	0	0	0

Award Winner JE (RAJE)	0	0	0	0
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	2	16	1	19
Blu-Ray (RBR)	30	579	12	621
Books on CD (RBKCD)	3	50	4	57
Books on Tape (RBKT)	0	0	0	0
Compact Disc (RCD)	10	66	3	79
Digital Audiobooks (RDA)	0	11	0	11
DVD (RDVD)	109	2323	66	2498
Equipment (REQP)	0	14	0	14
See librarian (RERR)	0	0	0	0
Express Book (REXP)	0	0	0	0
Fiction (RFIC)	23	463	13	499
Fiction Inspirational (RFICI)	0	0	0	0
Fiction New (RFICNEW)	26	312	15	353
Genealogy (RGENE)	0	0	0	0
Genealogy Mag (RGMAG)	0	0	0	0
Gen. Milroy Coll (RGMIL)	0	0	0	0
Graphic Novels (RGN)	9	75	5	89
Hanging Bag (RHANG)	0	3	0	3
Hotspots (RWIFI)	1	40	7	48
ILL (RILL)	1	26	0	27
Internet (RINTER)	0	585	0	585
Juv. Audio book (RJAUDB)	1	18	3	22
Juv. Biography (RJBIO)	3	4	0	7
Juv. Book on CD (RJBKCD)	0	0	0	0
Juv. Book on Tape (RJBKT)	0	0	0	0
Juv. Compact Disc (RJCD)	0	25	0	25
Juv. Digital Device (RJDDP)	0	17	1	18
Juvenile Easy (RJE)	30	475	17	522
Juv. Easy Non-fiction (RJENF)	2	88	0	90
Juv. Easy Reader (RJER)	17	444	0	461
Juv. Easy Reader NF (RJERN)	0	7	1	8
Juv. Fiction (RJFIC)	14	279	7	300
Juv. Graphic Novel (RJGN)	0	9	2	11
Juv. Magazine (RJMAG)	0	0	0	0
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	12	179	3	194
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	0	1	0	1
Juv. Reference (RJREF)	0	0	0	0
Juv. Toddler (RJTOD)	1	127	1	129
Large Print Fiction (RLPF)	8	133	3	144
Large Print Inspirational	0	0	0	0
Large Print Mystery (RLPM)	0	0	0	0
Large Print New (RLPN)	3	101	2	106
Large Print Nonfic (RLPNF)	2	2	1	5
Large Print Western (RLPW)	0	0	0	0
Magazine (RMAG)	3	122	0	125
Music Cassette (RMCAS)	0	0	0	0
Non-Fiction 000 (RNF000)	0	13	0	13
Non-Fiction 100 (RNF100)	2	12	0	14
Non-Fiction 200 (RNF200)	6	24	1	31
Non-Fiction 300 (RNF300)	3	20	5	28
Non-Fiction 400 (RNF400)	0	1	0	1

Non-Fiction 500 (RNF500)	3	7	1	11
Non-Fiction 600 (RNF600)	22	108	13	143
Non-Fiction 700 (RNF700)	1	42	0	43
Non-Fiction 800 (RNF800)	6	3	0	9
Non-Fiction 900 (RNF900)	9	31	2	42
Nonfiction Blu-Ray (RNFBR)	2	3	0	5
Nonfiction DVD (RNFDVD)	3	158	4	165
Nonfiction (RNFIC)	0	0	0	0
Nonfiction New (RNFNEW)	30	155	15	200
Nonfiction VHS (RNFVHS)	0	0	0	0
Oversize (ROVER)	0	1	0	1
Playaway View (RVIEW)	0	7	0	7
Professional Coll. (RPRO)	0	2	0	2
Reference (REF)	0	1	0	1
Reference Business (RREFB)	0	0	0	0
Ref. Magazine (RRMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	0	3	0	3
Software (RSWAR)	0	1	0	1
SRCS (SRCS) DeMotte	89	9	6	104
SRCS (From other libraries ILL-SR	0	0	0	0
SRCS (SRCSW) Wheatfield	2	7	41	50
STEAM Kits (RSTEAM)	1	14	0	15
Vertical File (RVF)	0	0	0	0
VHS (RVHS)	0	0	0	0
YA Audio book (RYAUDB)	0	2	0	2
YA Biography (RYAB)	0	0	0	0
YA Books on CD (RYABKCD)	0	0	0	0
YA Books on Tape (RYABKT)	0	0	0	0
YA Fiction (RYAF)	1	55	2	58
YA Music CD (RYACD)	3	15	0	18
YA Nonfiction (RYANF)	2	2	0	4
YA Paperback Fic (RYAPBF)	0	0	0	0
Storage (RZSTO)	0	0	0	0

Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	2	1	16	19
Blu-Ray (WBR)	11	10	317	338
Books on CD (WBKCD)	13	5	111	129
Books on Tape (WBKT)	0	0	0	0
Compact Disc (WCD)	14	1	65	80
Digital Audiobooks (WDA)	0	0	21	21
DVD (WDVD)	72	66	1740	1878
Equipment (WEQP)	0	0	5	5
See librarian (WERR)	0	0	0	0
Express Book (WEXP)	0	0	0	0
Fiction (WFIC)	12	9	237	258
Fiction Fantasy (WFICF)	3	2	1	6
Fiction Inspirational (WFICI)	11	3	24	38
Fiction Mystery (WFICM)	4	4	54	62
Fiction New (WFICNEW)	36	17	146	199
Fiction Science Fiction (WFICSF)	0	0	1	1
Fiction Western (WFICW)	0	2	4	6
Genealogy (WGENE)	0	0	0	0

Genealogy Mag (WGMAG)	0	0	0	0
Graphic Novels (WGN)	3	2	39	44
Hanging Bags (WHANG)	0	0	12	12
Hotspots (WWIFI)	2	41	6	49
ILL (WILL)	9	1	22	32
Internet (WINTER)	0	0	239	239
Juv. Audio book (WJAUDB)	2	2	30	34
Juv. Biography (WJBIO)	4	0	9	13
Juv. Book on CD (WJBKCD)	0	0	0	0
Juv. Book on Tape (WJBKT)	0	0	0	0
Juv. Compact Disc (WJCD)	1	0	8	9
Juv. Digital Device (WJDDP)	0	0	1	1
Juvenile Easy (WJE)	75	6	512	593
Juv. Easy Non-fiction (WJENF)	0	1	49	50
Juv. Easy Reader (WJER)	39	1	171	211
Juv. Easy Reader NF (WJERN)	0	0	0	0
Juv. Fiction (WJFIC)	45	5	265	315
Juv. Graphic Novel (WJGN)	2	0	9	11
Juv. Magazine (WJMAG)	2	0	19	21
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	22	5	202	229
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	0	0
Juv. Toddler (WJTOD)	6	0	215	221
Large Print Fiction (WLPF)	7	5	59	71
Large Print Inspirational (WLPI)	0	2	3	5
Large Print Mystery (WLPM)	1	1	11	13
Large Print New (WLPN)	8	10	56	74
Large Print Nonfic (WLPNF)	0	0	12	12
Large Print Western (WLPW)	0	0	0	0
Magazine (WMAG)	3	2	77	82
Non-Fiction 000 (WNF000)	2	0	6	8
Non-Fiction 100 (WNF100)	3	0	5	8
Non-Fiction 200 (WNF200)	3	0	7	10
Non-Fiction 300 (WNF300)	3	2	32	37
Non-Fiction 400 (WNF400)	0	1	0	1
Non-Fiction 500 (WNF500)	1	1	6	8
Non-Fiction 600 (WNF600)	10	10	52	72
Non-Fiction 700 (WNF700)	2	1	15	18
Non-Fiction 800 (WNF800)	0	0	3	3
Non-Fiction 900 (WNF900)	4	2	20	26
Nonfiction Blu-Ray (WNFBR)	0	0	0	0
Nonfiction DVD (WNFDVD)	1	1	91	93
Nonfiction (WNFIC)	0	0	0	0
Nonfiction New (WNFNEW)	15	0	51	66
Nonfiction VHS (WNFVHS)	0	0	0	0
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0
Playaway View (WVIEW)	0	0	2	2
Reference (WREF)	0	0	0	0
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	0	0	0	0

Software (WSWAR)	0	0	0	0
SRCS (SRCS) DeMotte	0	0	0	0
SRCS (From other libraries ILL-SR	0	0	0	0
SRCS (SRCSW) Wheatfield	0	0	0	0
STEAM Kits (WSTEAM)	3	0	5	8
Vertical file (WVF)	0	0	1	1
VHS (WVHS)	0	0	0	0
YA Biography (WYAB)	1	0	1	2
YA Books on CD (WYABKCD)	0	0	0	0
YA Books on Tape (WYABKT)	0	0	0	0
YA Fiction (WYAF)	9	2	74	85
YA Music CD (WYACD)	0	0	0	0
YA Nonfiction (WYANF)	5	0	6	11
YA Paperback Fic (WYAPBF)	0	0	0	0
Storage (WZSTO)	0	0	0	0
TOTAL	8584	7919	5609	22112

CIRCULATION BY HOLDINGS CODE
October 2019

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	0	0	0
Award Winner JE (AJE)	0	0	0	0
Award Winner JFIC (AJFIC)	24	0	0	24
Award Winner JNF (AJNF)	0	0	0	0
Award Winner JPFIC (AJPF)	0	0	0	0
Award Winning fiction (AWFIC)	0	0	0	0
Award Winning non-fiction (AWNF	0	0	0	0
Award Winner YAFIC (AYAF)	0	0	0	0
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	55	21	20	96
Blu-Ray (BR)	321	597	335	1253
Books on CD (BKCD)	77	58	122	257
Books on Tape (BKT)	0	0	0	0
Compact Disc (CD)	80	68	68	216
Digital Audiobooks (DA)	26	11	21	58
DVD (DVD)	1674	2468	1860	6002
Equipment (EQP)	8	14	5	27
See librarian (ERR)	0	0	0	0
Express Book (EXP)	0	0	0	0
Fiction (FIC)	524	487	266	1277
Fiction Fantasy (FICF)	3	2	1	6
Fiction Inspirational (FICI)	22	3	24	49
Fiction Mystery (FICM)	77	9	55	141
Fiction New (FICNEW)	583	346	175	1104
Fiction Science Fiction (FICSF)	4	0	1	5
Fiction Western (FICW)	6	3	4	13
Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0
Graphic Novels (GN)	82	80	52	214
Hanging Bags (HANG)	10	3	13	26
Hotspots (WIFI)	5	122	19	146

ILL (ILL)	23	27	22	72
Internet (INTR)	470	585	239	1294
Juv. Audio book (JAUDB)	35	20	37	92
Juv. Biography (JBIO)	51	4	12	67
Juv. Book on CD (JBCD)	0	0	0	0
Juv. Book on Tape (JBKT)	0	0	0	0
Juv. Compact Disc (JCD)	22	25	8	55
Juv. Digital Device (JDDP)	24	17	3	44
Juvenile Easy (JE)	906	486	538	1930
Juv. Easy Non-Fiction (JENF)	71	**89**	55	215
Juv. Easy Reader (JER)	447	447	175	1069
Juv. Easy Reader NF (JERN)	10	7	1	18
Juv. Fiction (JFIC)	653	298	281	1232
Juv. Graphic Novel (JGN)	21	12	11	44
Juv. Holiday (JHOL)	172	2	1	175
Juv. Magazine (JMAG)	9	0	21	30
Juv. Music Cassette (JMC)	0	0	0	0
Juv. Nonfiction (JNF)	288	190	208	686
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback Fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	1	0	1
Juv. Reference (JREF)	0	0	0	0
Juv. Toddler (JTOD)	243	127	217	587
Large Print Fiction (LPF)	165	142	72	379
Large Print Inspirational (LPI)	0	2	3	5
Large Print Mystery (LPM)	1	1	11	13
Large Print New (LPN)	119	119	62	300
Large Print Nonfic (LPNF)	5	3	15	23
Large Print Western (LPW)	1	0	0	1
Magazine (MAG)	347	131	81	559
Music Cassette (MCAS)	0	0	0	0
Non-Fiction 000 (NF000)	3	14	6	23
Non-Fiction 100 (NF100)	38	14	6	58
Non-Fiction 200 (NF200)	26	27	8	61
Non-Fiction 300 (NF300)	51	23	40	114
Non-Fiction 400 (NF400)	4	2	0	6
Non-Fiction 500 (NF500)	21	8	7	36
Non-Fiction 600 (NF600)	149	129	67	345
Non-Fiction 700 (NF700)	52	45	18	115
Non-Fiction 800 (NF800)	16	3	3	22
Non-Fiction 900 (NF900)	91	37	26	154
Non-Fiction Blu-Ray (NFBR)	2	3	0	5
Non-Fiction DVD (NFDVD)	51	159	95	305
Nonfiction (NFIC)	12	0	0	12
Nonfiction New (NFNEW)	172	164	76	412
Nonfiction VHS (NFVH)	0	0	0	0
Oversize (OVER)	2	1	0	3
Professional Coll. (PROF)	0	2	0	2
Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	0	0	0	0
Playaway View (VIEW)	0	7	2	9
Reference (REF)	20	19	77	116
Reference Business (REFB)	0	0	0	0
Ref. Magazine (RMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0

Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	6	4	0	10
Software (SWAR)	0	1	0	1
SRCS (SRCS) DeMotte	89	9	6	104
SRCS (From other libraries III-SRC	2	142	0	144
SRCS (SRCSW) Wheatfield	2	7	41	50
STEAM Kits (STEAM)	22	14	5	41
Vertical File (VF)	0	0	0	0
VHS	0	0	0	0
YA Audio book (YAUDB)	0	2	0	2
YA Biography (YAB)	2	0	1	3
YA Books on CD (YABKCD)	0	0	0	0
YA Books on Tape (YABKT)	0	0	0	0
YA Fiction (YAF)	84	59	80	223
YA Music CD (YACD)	3	15	0	18
YA Nonfiction (YANF)	17	3	6	26
YA Paperback Fic (YAPBF)	0	0	0	0
Storage (ZSTO)	2	0	0	2
				0
Free reads	180	226	83	489
Games/Puzzles	44	63	0	107
Talking books	0	0	0	0
Assignment Shelf Books	0	0	0	0
TOTAL	8827	8229	5767	22823

	DeMotte	**Rensselaer**	**Wheatfield**	
ADULT BOOKS				
Fiction	1687	1340	757	3784
Nonfiction	746	543	391	1680
CHILDREN'S BOOKS				
Fiction	2304	1377	1223	4904
Nonfiction	582	286	276	1144
YA BOOKS				
Fiction	166	139	132	437
Nonfiction	19	3	7	29
Juv. Digital Devices Pre-loaded	24	17	3	44
Magazines, Adult	347	131	81	559
Magazines, Children	9	0	21	30
Sound Recordings, adult	183	139	211	533
Sound Recordings, ch	70	63	58	191
Online databases	0	0	0	0
Software	0	1	0	1
SRCS	93	158	47	298
STEAM Kits	22	14	5	41
Vertical file	0	0	0	0
VHS/DVD/Blu-Ray	2048	3234	2292	7574
Equipment	13	136	24	173
Total	8313	7581	5528	21422
A-V Circulation	2301	3437	2561	8299
A-V Circulation as % of total	27.7%	45.3%	46.3%	38.7%

CIRCULATION STATISTICS

October 2019

	DEMOTTE			RENSSELAER			WHEATFIELD			SYSTEM
	Added Vols.	Withdrew Vols.	**Circu-lation**	Added Vols.	Withdrew Vols.	**Circu-lation**	Added Vols.	Withdrew Vols.	**Circu-lation**	**Total Circ.**
ADULT BOOKS										
Fiction	116	4	**1,687**	116	1	**1,340**	94	10	**757**	**3,784**
Nonfiction	66	2	**746**	90	8	**543**	30	1	**391**	**1,680**
CHILDREN'S BKS										
Fiction	65	251	**2,304**	74	25	**1,377**	41	5	**1,223**	**4,904**
Nonfiction	18	1	**582**	41	0	**286**	11	1	**276**	**1,144**
YA BOOKS										
Fiction	10	0	**166**	16	13	**139**	27	1	**132**	**437**
Nonfiction	2	0	**19**	0	0	**3**	0	0	**7**	**29**
J Digital Devices	0	0	**24**	0	1	**17**	0	0	**3**	**44**
Magazines,Adult	0	0	**347**	0	0	**131**	0	0	**81**	**559**
Magazines, Child	0	0	**9**	0	0	**0**	0	0	**21**	**30**
Games, Toys	0	0	**0**	0	0	**0**	0	0	**0**	**0**
Sound Rec/Adult	17	0	**183**	23	0	**139**	48	0	**211**	**533**
Sound Rec/Child	2	0	**70**	7	18	**63**	3	22	**58**	**191**
Online Databases	0	0	**0**	0	0	**0**	0	0	**0**	**0**
Software	0	0	**0**	0	0	**1**	0	0	**0**	**1**
SRCS	0	0	**93**	0	0	**158**	0	0	**47**	**298**
STEAM Kits	0	0	**22**	0	0	**14**	0	0	**5**	**41**
Vertical Files	0	0	**0**	0	0	**0**	0	0	**0**	**0**
DVD/BluRay	43	1	**2,048**	77	132	**3,234**	47	5	**2,292**	**7,574**
Equipment	0	0	**13**	0	0	**136**	0	0	**24**	**173**
TOTAL	339	259	**8,313**	444	198	**7,581**	301	45	**5,528**	**21,422**

END OF MONTH:	**DEMOTTE**	**RENSSELAER**	**WHEATFIELD**
Total Materials Owned	84,516	77,805	61,811
Circulation Increase/Decrease	**0.3%**	**-11.8%**	**-9.1%**

MONTHLY SYSTEM STATISTICS	2018	2019	% change
Current month's Circulation	22,969	21,422	-6.7%
Jan. to date circulation	218,941	207,831	-5.1%

DEMOTTE COLLECTION		**RENSSELAER COLLECTION**		**WHEATFIELD COLLECTION**		
Start of Month Volumes	**End of Month** Volumes	**Start of Month** Volumes	**End of Month** Volumes	**Start of Month** Volumes	**End of Month** Volumes	
						ADULT BOOKS
23,509	23,621	15,795	15,910	16,965	17,049	**Fiction**
19,860	19,924	19,535	19,617	8,219	8,248	**Nonfiction**
						CHILDREN'S BKS
16,555	16,369	14,582	14,631	13,482	13,518	**Fiction**
9,180	9,197	6,581	6,622	7,011	7,021	**Nonfiction**
						YA BOOKS
2,382	2,392	3,254	3,257	3,352	3,378	**Fiction**
617	619	405	405	153	153	**Nonfiction**
				0	0	**J Digital Devices**
				-3	-3	**Magazines,Adult**
				0	0	**Magazines, Child**
0	0	0	0	0	0	**Games, Toys**
4,099	4,116	572	595	4,719	4,767	**Sound Rec/Adult**
672	674	4,500	4,489	908	889	**Sound Rec/Child**
20	20	646	646	16	16	**Online Databases**
63	63	15	15	-21	-21	**Software**
0	0	0	0	0	0	**SRCS**
0	0	6	6	6	6	**STEAM Kits**
105	105	-1	-1	43	43	**Vertical Files**
7,256	7,298	11,526	11,471	6,648	6,690	**VHS/DVD/Blu-ray**
118	118	142	142	57	57	**Equipment**
84,436	84,516	77,558	77,805	61,555	61,811	**TOTAL**

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT R5
October 2019

	DeMotte	Hrs.	Rensselaer	Hrs.	Wheatfield	Hrs.	TOTAL	HOURS SPENT
INTRALIBRARY LOANS FILLED	213	46	261	57	286	62	760	165
LOCAL HISTORY								
In person	4	1	7	2	1	0	12	3
Letters written	2	2	8	8	0	0	10	10
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use-Wired	470	20	585	24	239	10	1294	54
Internet use-Wireless	1705		2263		682		4650	
VCR Use	0	0	0	0	0	0	0	0
Microforms	4	1	17	2	0	0	21	3
Public FAX24	54		34		35		123	
Typewriter use	0	0	0	0	0	0	0	0
Other equipment used	15	5	45	15	1	0	61	20
OTHER LIBRARY SERVICES USED								
One-on-One Instruction	64		8		1		73	
Outreach activities	41	41	15	10	0	0	56	37
Notarized documents	0	0	0	0	0	0	0	0
Meeting Room Use (no. of grou	52	17	73	24	27	9	152	51
Study room use	50	4	56	5	32	3	138	12
Proctoring	2	1	0	0	0	0	2	1
Tax Forms distributed	0	0	0	0	0	0	0	0
Pull Requests	21	21	0	0	0	0	21	126
E-books downloaded							2633	
IN-HOUSE USE ITEMS	1064		252		95		1411	
SELF-CHECKOUT USE	47		251		110		408	
INTERLIBRARY LOANS								
Requests made for:							108	27
Items rec'd for:							116	58
Items requested by other librari							0	
Items supplied to other libraries							51	26

REGISTRATIONS

	DeMotte	Rensselaer	Wheatfield	TOTAL
Total Borrowers	7458	11192	4642	23292
Non-resident, paying	0	0	0	0
PLAC card users	0	0	0	0
Reciprocal borrowers	279	461	126	866
Number of New Patrons Added	23	35	19	

PROGRAMS

	DeMotte	Hrs.	Rensselaer	Hrs.	Wheatfield	Hrs.	TOTAL	HOURS SPENT
Programs for all ages	0	0	2	12	1	6	3	18

Children's Programs (0-13)	18	108	17	102	17	102	52	312
Number attending	219		156		486		861	
YA Programs (14-17)	1	6	1	6	3	18	5	30
Number attending	7		12		32		51	
Adult Programs	2	12	5	30	0	0	7	42
Number attending	127		88		79		294	
Senior Citizen Programs	10	60	5	30	5	30	20	120
Number attending	36		60		31		127	
Total Number of Programs	**31**	186	**30**	180	**26**	156	**87**	522
Total Persons Attending	**389**		**316**		**628**		**1333**	
Total Attending Same Month Last Yr.	540		397		317		1254	
Total Staff Hours Spent		345		327		240	912	1114
Total Number of In-House Progra	**21**		**29**		**18**		**68**	
Total Attendance	**242**		**296**		**391**		**929**	
Total Number of Outreach Progra	**10**		**1**		**8**		**19**	
Total Attendance	**147**		**20**		**237**		**404**	

CIRCULATION BY PATRON CODE

PATRONS	**DeMotte**		**Rensselaer**		**Wheatfield**		**ALL LIBRARIES**	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	4674	56.1%	4550	59.7%	3875	71.1%	13099	61.2%
Corporate	116	1.4%	0	0.0%	0	0.0%	116	0.5%
Juvenile 0-11	59	0.7%	184	2.4%	46	0.8%	289	1.3%
Juvenile-AV	906	10.9%	670	8.8%	711	13.0%	2287	10.7%
Nonresident No Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Nonresident Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
PLAC (state library card)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Adult	116	1.4%	463	6.1%	73	1.3%	652	3.0%
Reciprocal Juvenile	4	0.0%	64	0.8%	0	0.0%	68	0.3%
Reciprocal Juvenile AV	63	0.8%	0	0.0%	0	0.0%	63	0.3%
Reciprocal YA	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal YA AV	0	0.0%	0	0.0%	0	0.0%	0	0.0%
School	0	0.0%	46	0.6%	0	0.0%	46	0.2%
School AV	0	0.0%	4	0.1%	0	0.0%	4	0.0%
St. Joseph College	0	0.0%	0	0.0%	0	0.0%	0	0.0%
SRCS	0	0.0%	42	0.6%	0	0.0%	42	0.2%
Staff	2047	24.6%	1327	17.4%	575	10.5%	3949	18.4%
Walking books	61	0.7%	141	1.8%	40	0.7%	242	1.1%
YA 12-17	6	0.1%	12	0.2%	0	0.0%	18	2.5%
YA-AV	286	3.4%	120	1.6%	133	2.4%	539	2.5%
Total	8338		7623		5453		21414	
All items borrowed by nonresidents	183	2.2%	577	7.6%	73	1.3%	833	3.9%

R7

Salary Ordinance 2019
Updated 11/11/19

Name	Classification	Hrly Wage	Start Date	Hrs Worked	Library
Kaitlyn Lakin	Page	$7.25	10/16/19	10	R
Meredith Fitch	Clerk	$10.12	11/4/19	13	D

We have hired Kaitlyn Lakin as Rensselaer Page, replacing Makenzi Fisher who no longer works for the library. We have hired Meredith Fitch as DeMotte Clerk, replacing Kate Becker who was moved to the 14-hour DeMotte Clerk position.

We have examined and approved the changes to the 2019 Jasper County Public Library Salary Ordinance. Dated 11/11/19.

Natalie A. Waling

R 10

Circulation Policy

Library Cards

No library materials may be borrowed from the JCPL libraries unless the person has a library card in good standing. Patrons will be blocked from borrowing materials when overdue fines have accumulated to over $5.00 or when a borrowed item becomes 8 weeks overdue or when library card has expired.

Persons who reside or pay property taxes on property in the JCPL library district, which includes all of Jasper County except for Carpenter Township/Remington, and library employees are eligible for free Jasper County Public Library cards.

Non-resident students attending and non-resident teachers teaching at a public or private school in the library district are eligible for free one-year JCPL cards with full borrowing privileges.

Persons living outside the JCPL district may apply for a free JCPL card with full borrowing privileges as a Reciprocal Borrower upon showing a valid resident library card in good standing from a library which participates in the Reciprocal Borrowing Program or upon showing a valid PLAC card. Reciprocal cards must be renewed annually. Only residents of Jasper County, excluding Carpenter Township and persons owning property in Jasper County, are eligible to borrow materials through INShare. Reciprocal borrowers and PLAC card holders may request INShare items at their home library.

An annual fee is assessed for other out-of-county residents who do not pay property taxes or attend school in Jasper County, but wish to have full library privileges. This fee is the same for children, adults, and Senior Citizens.

The signature of a parent (biological, foster, step) or legal guardian is required before a borrower's card can be issued to an applicant under the age of 18. Because this signature indicates a willingness to be responsible for a child's borrowed materials, a card will not be issued to a child if the parent or legal guardian's borrowing privileges have been blocked. Parents or legal guardians are not required to have their own card.

A corporation existing within the JCPL district may obtain a card with full borrowing privileges for its employees and/or residents. The corporation then becomes responsible for materials borrowed on its card. Application must be completed and signed by the head of the corporation or the person authorized to take responsibility for charges incurred if materials are not returned or are overdue.

Library cards do have expiration dates. Patrons in Collections are not allowed to renew or purchase a card until their account has a zero balance.

Library Hours

DeMotte: Mon, Tues, Th: 9 AM - 8 PM
Wed: 9 AM - 6 PM
Fri, Sat: 9 AM - 5 PM

Rensselaer: Mon-Th: 9 AM - 8 PM
Fri, Sat: 9 AM - 5 PM

Wheatfield: Mon, Wed, Th.: 9:30 AM - 5:30 PM
Tues: 9:30 AM - 8 PM
Fri, Sat: 9 AM - 5 PM

Loan Periods

Circulating computer software:	3 weeks
Blu-ray/DVD's, nonfiction	3 weeks
Blu-ray/DVD's, entertainment:	1 week
Hotspot	1 week
Newspapers	~~2 days~~ 1 week
All other materials:	3 weeks
Equipment for loan:	1 day (longer by special arrangement)
~~Computer software:~~	~~in house use only~~
VCR/DVD player:	in house use only
E-devices	in house use only

All materials may be renewed for five additional loan periods except for Hotspots. All circulating materials may be held for patrons. If an item is on hold for another patron or on short term loan for a period of time, it may not be renewed.

For school purposes books may be borrowed for an extended loan period of 6 weeks (with five three–week renewals).

Loan Limits

Blu-ray/DVDS:	5 entertainment Blu-rays, 5 nonfiction Blu-rays, 5 entertainment DVDs, and 5 nonfiction DVD's per adult card. Persons 17 and under may borrow Blu-ray/DVD's with signed parental permission form.
Circulating computer software:	no limit per borrower's card.
~~Short term loan materials:~~	~~On some occasions, materials are put on short term loan so that all students in a class have access to the resources.~~
CD's:	20 adult cds, 20 YA cds, and 20 jcds per borrower's card (multiple CD sets count as one item)
Hotspots:	1 per adult card
All other materials:	Unlimited loan

Fines and Fees

May only be paid in US currency. Fines do not accrue on days the library is closed. Fines will never exceed the original cost of the overdue item. No refunds will be issued except in the case of library error.

Overdue materials:	Adult/YA Items:	$.10 per day per item
	Juvenile items	$.05 per day per item
	Blu-ray/DVDs:	$1.00 per day per item
	Hotspot	$5.00 per day per item
	Interlibrary Loan Items	$.10 per day per item (InShare/SRCS)
	Vertical file:	$.10 per vertical file heading per day (up to $1.00 per heading)
Overdue materials referred to collection agency:		$10.00 per borrower plus overdue fines/fees

The lending library determines the fees that patrons will pay for lost ILL items or ILL items returned damaged.

Equipment Loans: $2.00 per day; $10.00 deposit
(exception-LCD projector $10/day with $100 deposit) refunded when material is returned undamaged
Lost Book Original retail cost of item plus $5.00 processing fee
Transparent Language Original retail cost of item plus $10.00 processing fee
~~Lost case- Blu-ray/DVD,CD, Playaway, or computer software: $2.50 per case (this includes processing fee)~~
~~Lost case - Hotspot/Audio book/Playaway View: $6 per case (this includes processing fee)~~
Lost audiobook/Playaway/Playaway Views: Original retail cost of item plus $10 processing fee
Lost or damaged pamphlets: $1.00 per item plus $1.00 processing fee
Lost or damaged computer software: Original retail cost of item plus $10.00 processing fee
Lost or damaged computer software user's guide,notebook: $5.00 for first item, $10 for more than 1 item
Lost or damaged magazine: $5.00 plus $3.00 processing fee
Other lost or damaged materials: Original retail cost of item plus $5.00 processing fee.
~~Lost or damaged hanging bag: $5.00 per item (this includes processing fee)~~
~~Lost or damaged bar code $.10~~
~~Lost or damaged Playaway Battery Cover: $1.50 (this includes processing fee)~~
~~Lost or damaged Playaway View Charging Cord: $15 (there is no processing fee)~~
Lost or damaged Hotspot: Original retail cost of item plus $10 processing fee
~~Lost or damaged Hotspot wall charger: $15 (there is no processing fee)~~
~~Lost or damaged Hotspot cable: $10 (there is no processing fee)~~

Patrons are required to pay for lost or damaged equipment and peripherals. Prices for equipment and peripherals do fluctuate. Fees will not be written into this policy. Instead the Business Manager will provide each library a current price list for equipment and peripherals that is based upon cost to the library.

Definition of Damaged Materials: Any material damaged while checked out to a patron where the damage is extensive enough to warrant removal from the collection and/or the material is deemed beyond repair. Examples of such damage include, but are not limited to, the following types of damage:

- Water, heat, smoke, fire, and/or mold damage

- Chewed, broken, torn, or otherwise damaged covers, pages, cases, discs, etc.
- Excessive writing, highlighting, or marking on library materials
- Malicious disfigurement of the physical item
- Malodorous items (pervasive, strong odors)

In cases where the original cost of an item cannot be determined, the patron will be charged the processing fee plus an item cost according to the following schedule:

$20.00 all hardback books, Blu-ray/DVDs, CDs
$8.00 all paperbacks
$1.00 all vertical file items, newspapers
$25.00 computer software
~~$40.00 audiobooks~~
~~$50.00 Playaways~~
~~$100.00 Playaway Views~~

Lost or damaged borrower's card: $2.00

Photocopy Fees: 5 cents per side (black/white)
20 cents per side (color)

~~Transparencies: 40 cents each~~

Printing Fees: 5 cents per side (black/white) or 20 cents per side (color); printing from OPAC is free

Items Available For Patron Purchase (selling price will be indicated on the item and applicable taxes apply):

Flash Drives
Earbuds

Credit Balances: Patrons may **not** carry a credit balance on their account.

Other Circulation Services

Walking books program: Library staff or volunteers will bring books and other library materials to homebound individuals, those who are unable to visit the library. See Walking Books Policy.

Intralibrary loan: JCPL staff will attempt to obtain needed resources for patrons from other libraries within the JCPL system.

Interlibrary loan: JCPL staff will attempt to obtain needed resources for patrons from other libraries across the country when necessary. See Interlibrary Loan Policy.

Talking books program: A collection of talking books and the equipment with which to use them is available for patrons through the Indiana State Library.

7/96; revised 11/19

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Jasper
County
Public
Library

Inform · Enrich · Empower

Long Range Plan 2020-2024

Jasper County Public Library
208 W. Susan Street
Rensselaer, IN 47978

www.myjcpl.org

Approved November 11, 2019

Our Mission Statement

The Jasper County Public Library's mission is to inform, enrich and empower our diverse community.

Our Role

- The Library provides easy access to:

Books/Audiobooks
Magazines
Newspapers
CDs
DVDs/BluRays
Digital Devices, pre-loaded
STEAM Kits
Ebooks/eAudiobooks
Computer Software
Research Materials
Wired & Wireless Internet
Computers/Printers/Scanners
Hotspots

- The Library offers easy access to our facilities, providing convenient hours and adequate space for materials, programming and quiet study.
- The Library serves as a cultural and community center, providing classes, programs and a place for the community to gather.
- The Library is a center for access to local history and genealogical resources relevant to Jasper County
- The Library is on the forefront of the information age. We make it a priority to continually evaluate rapidly changing technology, selecting those technologies which improve or enhance our service.
- The Library cooperates with other libraries to provide better service to its users and make the most effective and efficient use of its tax dollars.
- Trained staff assists users in making full use of library resources, programs, and facilities.

Our Values

- We provide prompt, accurate and friendly service.
- We treat all library users with equal respect and consideration.
- We consider every question valid.
- We provide information expressing various viewpoints.
- We respect and protect the privacy of our patrons to the fullest extent permissible by law.
- We are committed to Intellectual Freedom. We encourage the exchange of ideas and information. We resist all efforts to censor Library resources.
- We encourage and support the highest level of personal initiative and professional development. We provide creative challenges, financial remuneration and continuing education for all staff.
- We foster and support teamwork, cooperation and involvement at all levels of the organization. We treat each other with respect and integrity and work as a team with the board.

Demographics/Statistics -

The Jasper County Public Library (JCPL), located in northwest Indiana, serves 31,525 county residents with three facilities – the Rensselaer Main Library, the DeMotte Branch, and the Wheatfield Branch. Our community is all of Jasper County, excluding Carpenter Township. Located in northwest Indiana, 90 miles south of Chicago, we are rich in farmland and the arts. We are home to small businesses, manufacturing, and a few entrepreneurs. Our median age is 38. 24% of residents are under 18, and 17% are over 65. Our community is 92% White, 6% Hispanic, .9% Black, and .4% Asian. Like many communities across the country we are feeling the effects of the opioid crisis. In November 2019 JCPL had 23,292 library card holders. The library has a collection of over 200,000 items and a total collection use of over 300,000 items annually.

Facilities

Jasper County Public Library operates from three facilities with the headquarters library in Rensselaer and branches in DeMotte and Wheatfield. The DeMotte (901 Birch St. S.W.) and Rensselaer (208 W. Susan) libraries, built in 1992, are approximately 17,000 square feet each. The Wheatfield Library (350 S. Bierma Street) built in 2005 is 14,900 square feet. All three buildings are in good condition. Our two oldest are beginning to show their age and are in need of a spruce up. The Wheatfield Library has three distinct wetland areas featuring native plants.

Services and Programs

Registered card holders may check out and/or download numerous items from our library: books, magazines, newspapers, audio books, music CDs, computer software, and entertainment and educational movies. The Library does not limit patrons to use of their own agency's collections. It shares material freely among the three locations via daily courier service. It also borrows items from other libraries through IN Share and Indiana's Statewide Remote Circulation Service. The library provides access to numerous databases including Consumer Reports, Overdrive, Opposing Viewpoints, Legal Forms, Tumblebooks, Hoopla, Niche Academy, and World Book. The library offers a large and varied selection of programs for persons of all ages including Summer Reading programs, author visits, book and film discussions, children's story hours, writing programs, STEAM programs, local history and genealogy programs, health screenings, financial programs, and music, arts, and crafts programs.

Technology Assessment

- Technology Skills
    - In 2020 we will develop a Digital Literacies Learning Plan in collaboration with MCLS
    - Self-Service computer help documents are available through JCPL helpdesk software
    - Written Technology Instructions/Procedures are available for staff
    - Monies are budgeted annually for technology-related continuing education
- Technology-related Policies
    - Internet Acceptable Use Policy
    - Audiovisual Equipment Loan Policy
    - Computer & Typewriter Use Policy
    - Debit/Credit Card Processing Policy
    - Digital Access Card Policy
    - Fax Policy
    - Hotspot Policy
    - LCD Projector Policy
    - Microfilm Reader/Printer Policy
    - Patron Tasks and Devices Policy
    - Social Media Policy
- Data Backups are completed for the following:
    - Financial PC
    - Integrated Library System
    - Network Servers
    - Computer Reservation/Printing Software
    - General Milroy TIFF File
    - Staff Helpdesk
    - Self-Check/CircIT PCs
- Computer Security is in place and is comprised of many components
- Technology Purchases
    - We follow the JCPL Public Purchase Policy
- Internal Technology Support

  - On-site Systems Administrator
  - Branch Computer Troubleshooters
  - Outside consultants
- External Technology Maintenance is managed by a variety of entities
- Internet
  - Education Networks of America (ENA) provides internet access to JCPL
    - 1G at Rensselaer
    - 100M each DeMotte/Wheatfield
  - Bandwidth management features are provided through ENA to prioritize network traffic to ensure high-priority applications receive top-priority on our network
- Network Equipment
  - Firewall
  - Routers
  - Switches (managed and non-managed)
  - UPSs
  - Wireless Access Points
  - Servers (physical and virtual)
- Patron Technology
  - STEAM kits
  - LeapPads and LaunchPads
  - AWE literacy-focused digital learning PCs and tablets
  - Playaway Audiobooks and Playaway Views
  - Remote online catalog/patron account access
  - Access to online databases that offer exclusive reference material
  - Digital Access Cards for all local school children
  - Age-appropriate database resources available via our Student Portal
  - Game, Internet, Word Processing, Genealogy PCs
  - Office 2013
  - Self-Check PCs
  - PC Signup/Printing
  - Wireless printing
  - Online Training via Niche Academy
  - Fax Services via Fax24
  - Hotspot check-out
  - LCD Projector check-out
  - Microfilm Readers
  - Multipurpose Patron Copiers (Scans, Prints, Copies)
  - Online access to our General Robert Milroy archive collection and school yearbooks
- Staff Technology
  - Library Website
  - Online event calendar/registration
  - VOIP telephone service
  - Grandstream Phones (wired and cordless)
  - Office 2013
  - Remote email access
  - Circulation software, Cataloging, Reports, Online Catalog
  - Adobe Creative Suite and Adobe Photoshop Elements
  - Patron credit card transactions

- JCPL Intranet
- Internal Technology Helpdesk
- Social Media: Facebook, Instagram, Flickr
- Ordering via B&T Title Source 360 and Overdrive
- Hotspot management via Manage Mobility
- efax (via RiverNetworks/NimboIP
- Overdue Notice automation
- Desktop Publishing
- Dell Optiplex desktop PCs/Latitude Laptops
- Dell Latitude laptops
- iPads for staff/program use
- iPads for payment transactions
- Each library has a Pix Star digital photo frame that they upload photos to via the internet
- LCD Projectors
- Printers/Copiers
- Camcorder

Operations

A seven-member board of trustees governs the library, hiring a Director who manages the day to day operations of the library.

Professional Development Strategy

JCPL feels that the professional development of staff at all levels is of utmost importance to the quality of service we can offer to our community. Therefore, we provide a number of different learning opportunities for staff. We encourage staff to expand their knowledge through attendance at workshops and conferences. We also provide mini-workshops and staff development days at the library. We encourage staff to attend regional "counterparts" meetings, where persons doing similar jobs in area public libraries share solutions to problems and work together to improve the service their departments give. We encourage staff to spend a day or ½ day at another library or another branch of JCPL to get a different outlook on how business may be conducted. We encourage staff to further their education. If we can tailor work schedules to allow staff to attend classes, without undue hardship to the library or the public, we will do so. Priority will be given to those pursuing coursework targeting the skills/knowledge necessary to increase the ability to perform optimally in a specific library position or required by the State Library.

Financial Resources and Sustainability

The Jasper County Public Library will provide funding for its Long Range Plan from a combination of the Library's:

- Operating Fund
- Library Improvement Reserve Fund (LIRF)
- Rainy Day Fund

Supplemental funding may also be procured by the following outside sources:

- Gifts
- Grants
- Friends of the Library
- Community Foundation
- Community donations

Equipment Replacement Schedule

As an ongoing activity, the library will evaluate all existing PCs and peripherals, including barcode scanners, printers, copiers, and upgrade when necessary as budget will allow. The Systems Administrator will provide additional PC's, peripherals, and data connections for staff and patrons as budget will allow. Annually, the Systems Administrator will replace the oldest 20% of the PCs in the system. Servers will be replaced every 5 years. Technology needs will be discussed at monthly Management Meetings. Critical needs will be implemented immediately with less urgent needs noted for future planning and budgeting. Other equipment will be evaluated regularly and replaced as budget will allow.

List of Collaborations and Partnerships

Library Groups and Organizations

- Northwest Indiana Directors Group
- Northwest Indiana Public Library Counterpart Groups (i.e. Branch Managers, Childrens Services, Programming, Automation, Business Managers, Reference, Circulation, & Maker Space)
- Friends of the Rensselaer Library
- Friends of the DeMotte Library
- Friends of the Wheatfield Library
- Indiana State Library

- Indiana Library Federation
- Indiana Online Users Group (IOLUG)
- Midwest Collaborative for Library Services (MCLS)
- Northern Indiana Computer Consortium for Libraries (NICCL)
- **Indiana's** Statewide Remote Circulation Service
- IN Share
- Books to Bridge the Region
- Indiana Digital Download Center
- Other Indiana libraries
- Every Library
- Harwood Institute for Public Innovation
- Association for Rural and Small Libraries

Community

- City of Rensselaer
- Town of DeMotte
- Town of Wheatfield
- Jasper Newton Foundation
- Jasper County Extension Office
- Rensselaer Chamber of Commerce
- DeMotte Chamber of Commerce
- Wheatfield Chamber of Commerce
- Rensselaer Rotary Club
- DeMotte Rotary Club
- Jasper County Historian
- Rensselaer Historical Society
- DeMotte Historical Society
- Jasper County Economic Development Organization
- Rensselaer Central School Corporation
- St. Augustine Catholic School
- Kankakee Valley School Corporation
- West Central School Corporation
- DeMotte Christian School
- Covenant Christian School
- Prairie Arts Council
- KV Reading Council
- Area Preschools

- Homeschool Groups
- Local Media
- Parks Departments
- CDC
- Jasper County Community Services
- Headstart
- Senior Centers
- Scouts

Statement of Community Needs and Goals

In 2019 we created and distributed a User/Non User Survey to assess how well we serve our community with our services and programs. 99% of respondents found staff to be friendly and courteous. 98% ranked staff assistance good to excellent. 94% found the layout of library materials good to excellent. 98% indicated that it was easy to check-out materials. We also received high marks (90% or greater) for availability and variety of library materials, overall physical environment, hours of operation, and display areas. One survey comment was particularly affirming, "This library is one of the greatest resources in the community and county."

We are pleased to know that overall respondents are happy with our staff, buildings, collections, and service. However, we have learned that we need to put more emphasis on marketing some of our services. Survey results indicate that only 50% of respondents were aware that we offer wifi, color copying/printing, intralibrary loan (between JCPL libraries), outgoing fax service, interlibrary loan (borrowing from other library systems), ebook/audiobook downloads, and genealogy/local history resources. Less than 50% are aware of exam proctoring services, hotspot checkout, and the availability of e-magazines. Additionally, we need to make our website more user-friendly as nearly 90% found our website easy to navigate but a bit overcrowded and busy. One survey comment struck us, "well, the library looked drab." Two of our libraries are nearly 30 years old. It is time to spruce up our spaces inside and outside.

As a means to assess community needs we conducted several community conversations this year to gather input from constituents and library users. Each conversation was a chance for us to better understand people's aspirations for the community, the concerns they have and what they believe might make a difference in strengthening the community. Our goal was to let people be heard, to look for patterns/themes to reflect the larger community, and find something that we can act upon. We asked – "What kind of community do you want to live in?" We studied the data we received and concluded that people feel unsafe and disconnected. They want to be involved, be engaged, be connected, and feel safe and welcomed. They want to live in a community that is thriving, growing, and offers family-oriented activities, especially outside in nature. Our community is concerned about a lack of resources and opportunity, communication, safety, cleanliness, and volunteerism (how to find volunteers and where to volunteer). They want to live in a community that is interesting, thriving, and prosperous.

Library Goals/Service Responses

Our library goals and service responses for the next five years have been written in consideration of expressed community need. We have strived to clarify organizational direction and find the sweet spot – that spot that meets needs, strengthens our community, and fits with library assets.

Goal 1 – JCPL is a welcoming community hub.

Objectives:
- JCPL will provide a well-maintained and welcoming facility that encourages connectedness, uniting generations and different groups in the community.
- JCPL will be seen as a safe space for/in the community.
- JCPL will provide helpful, friendly internal and external customer service.
- JCPL website will be more user-friendly.

Measurable Outcomes:
- Increased usage of the library and its services
- Improved satisfaction with library website
- Evidence of improvements to our facilities inside and out – landscaping, color schemes, furniture, floor coverings, parking
- Evidence of continued safety training for staff and evaluation of current safety measures.

Goal 2 – JCPL will collaborate with community partners to contribute to an interesting, thriving, prosperous community

Objectives:
- JCPL will connect potential volunteers with volunteer opportunities in the community.
- JCPL will actively seek opportunities to assist our community schools.
- JCPL will actively seek partnership opportunities with community organizations, businesses, and government units.
- JCPL will serve as a reliable source of information.
- JCPL will continue collaboration with other area libraries.
- JCPL will evaluate how it reaches supporters and donors and encourage donations and support for the library and its operations.
- JCPL will actively demonstrate that its collections, programs, and services contribute to an interesting, thriving, prosperous community.
- JCPL Director will work to establish a community leader round table
- JCPL will promote Jasper Newton Foundation Community Calendar
- JCPL will investigate feasibility of leadership training courses in collaboration with another community partner

Measurable Outcomes:

Evidence of new and continued collaboration
Evidence of continued communication with community school students and faculty
Evidence of continued communication with community organizations, businesses, and government units.
Increased volunteerism in the community
Reviewed and revised policies and practices that are more community-focused
Evidence of continued collaboration with other area libraries
Evidence of increased donations and support for the library
Evidence of improved communication amongst community leaders
Increased attendance at library events
Evidence of increased awareness of community events
Leadership training courses available in the community due to library partnership

Goal 3 – JCPL will evaluate services and collections, and how they are marketed to the public

Objectives:

JCPL will continue to be visible and recognized as the source for information, recreation, and personal enrichment.
JCPL will actively demonstrate that its collections, programs, and services improve quality of life.
JCPL will actively promote itself as a county wide system.
JCPL will continue to actively seek community input on their aspirations for their community.
JCPL will actively promote its story on social media, telling what we are doing; what we want to do; and why it is important.
JCPL will evaluate feasibility of new and expanded services such as going fine free, auto renewals, walking books, hours study, etc.

Measurable Outcomes:

Maintained or increased number of patron requests acted upon
Completed Summer Reading Program evaluation
Logo utilized on marketing and published materials
Marketing materials made available to welcome centers for new residents
Evidence of increased community awareness of what the library is doing and why
Evidence of new and expanded services
Evidence of community conversations/turning outward.

Goal 4 – JCPL engages its staff and community in lifelong learning.

Objectives:

JCPL will continue to offer a variety of lifelong learning opportunities on technology, health, finance, security, life skills, literacy, civic-mindedness, and the arts.
JCPL will be a source of local history and genealogy.
JCPL will continue to evaluate & provide access to current information and entertainment resources in a variety of formats.

JCPL will seek ways to spark meaningful community conversation.
JCPL will continue to educate staff.

Measurable Outcomes:

Evidence of staff training on tech competencies, and community engagement
Increased number of learning opportunities in technology, health, finance, security, life skills, literacy, civic-mindedness, and the arts
Increased number of opportunities for staff to visit other libraries for educational opportunities
Increased awareness, promotion, & use of digital resources
Evidence of continued digitization, making accessible interesting and/or historically significant items
Evidence of library events where citizens can discuss and learn in a positive environment

Evaluation Process

The Management Team will evaluate the plan and progress with the plan four times annually and provide a report to the Library Board of Trustees.

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Unit Name: Jasper County Public Library
Accounting Area: **Bank Reconcilement**
Created: 10/20/16
Adopted: 11/13/17
Revised: 11/11/19

Objectives	
Operations	Bank Reconcilement for the Jasper County Public Library will be accurately completed for all accounts that the library has open. Reconcilement will occur monthly to verify that all debits and credits have been recorded accurately and so that we have accurate knowledge of account balances.
Reporting	We do not report bank reconcilement to any specific entity; however, all bank reconcilements are kept on file and available for review.
Compliance	Bank Reconcilement will meet the requirements of IC 5-13-6-1, Procedure for Deposit of Public Funds.

Control Environment:

1. **The oversight body and management demonstrate a commitment to integrity and ethical values.**

- **The Jasper County Public Library Board, Director, and Management Team demonstrate a commitment to the library's mission, integrity and ethical values by stressing adherence to the board adopted Internal Control Handbook and Ethics Policy. Employees will receive Internal Control training and will be certified upon completion of training. Additionally board and staff will complete a Code of Ethics Disclosure Form annually, acknowledging receipt of and agreeing to abide by the library's Code of Ethics Policy.**

2. **The oversight body oversees the entity's internal control system.**

- **The Jasper County Public Library Board has adopted an Internal Control Handbook with the minimum requirements set forth in Indiana Code 5-11-1-27 and the Uniform Internal Control Standards for Indiana Political Subdivisions.**

3. **Mgt establishes an organizational structure, assigns responsibility, and delegates authority to achieve the unit's objectives.**

- **The Jasper County Public Library has an organizational chart to delineate work responsibilities, establish work tasks, clarify work relationships, establish hierarchical structure of decision-making and authority, and clarify lines of communication. Board meeting minutes will reflect the Library Board's annual adoption of the library's Internal Control Handbook.**

4. **Mgt demonstrates a commitment to attract, develop and retain competent individuals.**

- **Jasper County Public Library's policy is to fill all positions with the best-qualified people. When possible we prefer to promote from within. Job postings are made available through internal and external announcements including but not limited to library website, email, job boards, hiring posters, and newspaper advertisements.**
- **Employees have been educated as to the requirements of their position and trained on library policies, procedures, and guidelines as named in job descriptions, policy manuals, and handbooks.**
- **Jasper County Public Library feels that the professional development of staff at all levels is of utmost importance to the quality of service we can offer to our community. Therefore we**

provide a number of learning opportunities for staff and encourage them to take advantage of these opportunities.

- **Mentoring and cross training are key considerations for retention and succession planning. Contingency plans are in place for key roles.**

5. **Mgt evaluates performance and holds individuals accountable for their internal control responsibilities.**

- **Jasper County Public Library Board and Director will stay apprised of applicable statutes and best practices pertaining to internal control and will adopt policies accordingly.**
- **Library Board, Director, and staff will be held accountable for internal control responsibilities as dictated by job description and the Internal Controls Handbook.**
- **Annual personnel reviews will include evaluation of internal control compliance.**
- **Corrective action procedures will be utilized in accordance with the Staff Handbook.**

Risk Assessment:

6. **Mgt defines objectives clearly to enable the identification of risks and defines risk tolerances.**

- **See objectives as noted above and risks and tolerances as noted below.**

7. **Mgt identifies, analyzes and responds to risk related to achieving the defined objectives.**

- **Management has defined the following risks:**
  Lack of knowledge regarding statute/requirements
  Non-compliance with statutes/ requirements
  Non-existent or incomplete staff procedures regarding bank reconcilement
  Staff neglecting to complete bank reconcilement for all accounts
  Same staff member making bank deposit and completing bank reconcilement
  Same staff member writing checks and completing bank reconcilement
- **Management's analysis and response to risk is as follows:**
  Lack of knowledge regarding statute/requirements will be avoided by seeking legal counsel, consulting manuals, attending training workshops, and monitoring listservs whenever possible.
  Non-compliance with statute/requirements is not acceptable and will be addressed with corrective measures and noted in performance reviews.
  Staff procedures for bank reconcilement will be written, reviewed annually, and revised as needed.
  Staff procedures will clearly note the number of back accounts that need to be reconciled.
  Whenever possible one staff member will make the deposit and another staff member will do the monthly bank reconcilement.
  The credits and debits listed on the bank statement will be compared to back-up documentation. This comparison will be completed by a staff member not completing the bank reconcilement.

8. **Mgt considers the potential for fraud when identifying, analyzing and responding to risks.**

- **The bank statement is reviewed by multiple business office staff which lessens the opportunity for deceptive alterations.**

Unit Name: Jasper County Public Library
Accounting Area: **Bank Reconcilement**
Created: 10/20/16
Adopted: 11/13/17
Revised: 11/11/19

- **Any actions involving bank reconcilement deemed to be fraudulent in nature will be reported to the Director.**
- **The Library Board will adopt a Materiality Policy which will be reviewed annually.**
- **The library will address instances of fraud and misappropriation as directed in the Materiality Policy.**
- **The Director and Business Office staff will monitor the existence of pressure, opportunity, and rationalization to commit fraud.**
- **The library will bond the Board Treasurer and Assistant Treasurer and will include Accounts Receivable and Employee Theft coverage in the library's building insurance.**

9. Mgt identifies, analyzes and responds to significant changes that could impact the internal control system.

- **The library recognizes that significant changes could impact our internal control objectives. Significant changes include but are not limited to: fire, tornado, flood, inoperable computers, severe accident/illness/or death of key personnel, corruption of data, new or inexperienced key personnel, software changes, and economic changes.**
- **Disaster Recovery measures are in place for the library's accounting system which is on a stand-alone computer and password protected.**
- **Financial data is backed up daily and taken offsite.**
- **The library's financial accounting system can be installed on any computer that has the appropriate software installed.**
- **Key personnel are cross trained on procedures considered critical to operations. Critical operational procedures include but are not limited to: cash register operations, daily bank deposits, processing revenue received via mail or electronic funds transfer, and entering revenue received into the financial software.**

Control Activities:

10. **Mgt designs control activities to achieve objectives and respond to risks.**

- **The responsibility for verifying that we have documents in support of debits and credits on the bank statement and the responsibility for preparing the monthly bank reconciliation will be segregated.**
- ~~**Password sharing will be prohibited by policy.**~~
- **Staff will be evaluated in regard to adherence to internal control procedures. Corrective action will be taken as is deemed necessary.**
- **Reviewing and monitoring activities should be initialed and dated.**
- **All records are maintained by computer or in ink.**

11. **Mgt designs the unit's information system and related control activities to achieve objectives and respond to risks.**

- **Access to the accounting computer will be limited to the Director, Business Manager and HR Specialist in regard to financial computing and IT Staff for support and maintenance of hardware and software.**
- **Designated staff will have individual log-ins for the accounting computer.**

Unit Name: Jasper County Public Library
Accounting Area: **Bank Reconcilement**
Created: 10/20/16
Adopted: 11/13/17
Revised: 11/11/19

- **The accounting software tracks who logged in ~~and what they did~~.**
- **As software allows, permissions will be assigned as they relate to job responsibilities.**
- **~~Sharing~~ user IDs, passwords, and log-in information will be unique per user unless that option is not available ~~is prohibited~~.**
- **Only prescribed or approved forms will be used.**

12. Mgt implements control activities through policies.

- **The library has policies, procedures, and an Internal Control Handbook that govern all bank reconcilement activities. Policies, procedures, and internal control guidelines are accessible to all employees in hard copy and/or online. Any employee who completes bank reconcilement will be trained on the applicable policies, procedures, guidelines, and forms and will be expected to adhere to them. Variances from established policies, procedures, and guidelines will be brought to the Director's attention, and corrective action will be taken.**
- **Library policies and the Internal Control Handbook will be adopted in a public meeting.**

Information and Communication:

13. Mgt uses quality information to achieve the unit's objectives.

Operations: **Bank statements are received monthly from designated depositories and used to complete bank reconcilement in the accounting software. Debits and credits noted on bank statements are compared to supportive documentation.**

Reporting: **Monthly reports to the Library Board will contain a report of bank balances for each account.**

Compliance: **The library has policies, procedures, and an Internal Control Handbook that govern bank reconcilement activities and has educated its employees. Employees responsible for handling bank reconcilement are aware of these policies, procedures, and guidelines.**

14. Mgt internally communicates the necessary quality information to achieve the unit's objectives.

- **The library has a Policy Manual, a Procedure Manual, a Staff Handbook, and an Internal Control Handbook and staff are made aware of and trained on content.**
- **Employees who handle bank reconcilement have been educated as to their responsibilities and accountability.**
- **The Jasper County Public Library has an organizational chart to clarify lines of communication.**
- **All employees have been educated and certified as to internal control standards and procedures.**
- **Handbook acknowledgements and training checklists are maintained to document communication.**

15. Mgt externally communicates the necessary quality information to achieve the entity's objectives.

Unit Name: Jasper County Public Library
Accounting Area: **Bank Reconcilement**
Created: 10/20/16
Adopted: 11/13/17
Revised: 11/11/19

- **Library board members receive a monthly report showing bank balances for each account. These monthly reports are available to the public upon request.**
- **Public requests for information are logged.**
- **The certification of training of internal control standards and procedures is maintained for audit.**
- **Control deficiencies identified in an external audit are addressed in a corrective action plan.**
- **Emails to state agencies such as State Board of Accounts and Department of Local Government Finance are archived.**
- **All bank reconcilements, bank statements, and supportive documentation are maintained for audit.**
- **The library adheres to the County/Local General Retention Schedule and the Public Library Retention Schedule.**
- **Reports are cross checked for accuracy, relevancy, and timeliness of information.**

Monitoring Activities:

16. Mgt establishes and operates monitoring activities to monitor the internal control system and evaluate the results.

- **Four times annually the Director will verify that the responsibility for verifying that we have documents in support of debits and credits on the bank statement and the responsibility for preparing the monthly bank reconciliation were segregated.**
- **Supervisors will verify in annual performance reviews that their employees have been trained on internal control policies and procedures and that employees are adhering to internal control policies and procedures.**
- **Director will verify that all monitoring activities were documented by initial and date on the computer or in ink.**

17. Mgt remediates identified internal control deficiencies on a timely basis.

- **Violations or deficiencies will be reported to the Director or the Library Board immediately, as is appropriate.**
- **Appropriate action, either training, disciplinary, or termination will be adequately documented.**
- **Audit deficiencies will be addressed in a corrective action plan and submitted to the State Board of Accounts. The Library Board will be kept informed regarding corrective action.**

Unit Name: Jasper County Public Library
Accounting Area: **Financial Reporting**
Created: 10/20/16
Adopted: 11/13/17
Revised: 11/11/19

Objectives	
Operations	Financial Reporting for Jasper County Public Library will be accurately completed on a monthly basis. All impacts to the library's finances will be reflected.
Reporting	The Director and Library Board receive financial reports on a monthly basis. Financial reports are submitted annually to the State Board of Accounts via Indiana's Gateway. All financial reports are available to the public via the Gateway or upon request.
Compliance	Financial Reporting will meet the requirements of IC 5-11 Accounting for Public Funds.

Control Environment:

1. **The oversight body and management demonstrate a commitment to integrity and ethical values.**

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- **Employees have been educated as to the requirements of their position and trained on library policies, procedures, and guidelines as named in job descriptions, policy manuals, and handbooks.**
- **Jasper County Public Library feels that the professional development of staff at all levels is of utmost importance to the quality of service we can offer to our community. Therefore we provide a number of learning opportunities for staff and encourage them to take advantage of these opportunities.**
- **Mentoring and cross training are key considerations for retention and succession planning.**

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Contingency plans are in place for key roles.

5. **Mgt evaluates performance and holds individuals accountable for their internal control responsibilities.**

- **Jasper County Public Library Board and Director will stay apprised of applicable statutes and best practices pertaining to internal control and will adopt policies accordingly.**
- **Library Board, Director, and staff will be held accountable for internal control responsibilities as dictated by job description and the Internal Controls Handbook.**
- **Annual personnel reviews will include evaluation of internal control compliance.**
- **Corrective action procedures will be utilized in accordance with the Staff Handbook.**

Risk Assessment:

6. **Mgt defines objectives clearly to enable the identification of risks and defines risk tolerances.**

- **See objectives as noted above and risks and tolerances as noted below**

7. **Mgt identifies, analyzes and responds to risk related to achieving the defined objectives.**

- **Management has defined the following risks:**
  Lack of knowledge regarding statute/requirements
  Non-compliance with statute/requirements
  Non-existent or incomplete staff procedures regarding financial reporting
  Staff neglecting to complete financial reports or omitting required elements
  Staff creating false reports or submitting reports that contain inaccurate or false information
- **Management's analysis and response to risk is as follows:**
  Lack of knowledge regarding statute/requirements will be avoided by seeking legal counsel, consulting manuals, attending training workshops, and monitoring listservs whenever possible.
  Non-compliance with statute/requirements is not acceptable and will be addressed with corrective measure and noted in performance reviews
  Staff procedures for financial reporting will be written, reviewed annually, and revised as needed
  Neglecting to complete financial reports, omitting required elements, creating false reports, and/or submitting reports that contain inaccurate or false information is not acceptable and will be addressed with corrective measures and/or noted in performance reviews.

8. **Mgt considers the potential for fraud when identifying, analyzing and responding to risks.**

- **Financial reports will be reviewed by multiple staff which lessens the opportunity for deceptive alterations.**
- **Any actions involving financial reports deemed to be fraudulent in nature will be reported to the Director**
- **The Library Board will adopt a Materiality Policy which will be reviewed annually.**
- **The library will address instances of fraud and misappropriation as directed in the Materiality Policy.**
- **The Director and Management Team will monitor the existence of pressure, opportunity, and rationalization to commit fraud.**

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- **The library will bond the Board Treasurer and Assistant Treasurer and will include Accounts Receivable and Employee Theft Coverage in the library's building insurance.**

9. Mgt identifies, analyzes and responds to significant changes that could impact the internal control system.

- **The library recognizes that significant changes could impact our internal control objectives. Significant changes include but are not limited to: fire, tornado, flood, inoperable computers, severe accident/illness/or death of key personnel, corruption of data, new or inexperienced key personnel, software changes, and economic changes.**
- **Disaster Recovery measures are in place for the library's accounting system which is on a stand-alone computer and password protected.**
- **Financial data is backed up daily and taken offsite.**
- **The library's financial accounting system can be installed on any computer that has the appropriate software installed.**
- **Key personnel are cross trained on procedures considered critical to operations. Critical operational procedures include but are not limited to: cash register operations, daily bank deposits, processing revenue received via mail or electronic funds transfer, entering revenue received into the financial software. processing bills, preparing checks for payment, ordering, receiving and checking in ordered items, checking time sheets, inputting information into the payroll software, direct deposit, and tax and benefit payments.**

Control Activities:

10. Mgt designs control activities to achieve objectives and respond to risks.

- **The responsibilities for reviewing the previous month's deposits, verifying that the deposit slips for each deposit match the bank deposit receipts, and verifying that the entries in the receipt ledger of the accounting computer reflect what was deposited will be segregated from the responsibility for posting receipts in the accounting computer.**
- **The responsibility for verifying that we have documents in support of debits and credits on the bank statement and the responsibility for preparing the monthly bank reconciliation will be segregated.**
- **The library will use cash registers in the public service departments.**
- **Numbered receipts generated by the cash register will be issued for all money collected, except for tax revenue, and a copy of the receipt will be retained until the monthly desk collection is balanced by the HR Specialist.**
- **Receipts will be issued for all revenue received with the exception of tax revenue which will be deposited immediately upon receipt**
- **Shortages and overages with cash register receipts will be logged in the Business Office and addressed in accordance with the library's Materiality Policy.**
- ~~**Password sharing will be prohibited by policy.**~~
- **Staff will be evaluated in regard to adherence to internal control procedures. Corrective action will be taken as is deemed necessary.**
- **Reviewing and monitoring activities should be initialed and dated.**
- **All records are maintained by computer or in ink.**

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- **Due to limited staff resources, we are unable to have separate cash drawers for each public service employee, to have two staff persons process mail, to have two staff persons process a single patron transaction. We accept these risks.**
- **The responsibility for preparing the Accounts Payable Vouchers and the Voucher List and the responsibility for reviewing them for accuracy will be segregated.**
- **Board Treasurer will randomly and periodically review the Voucher List, invoices, contracts, and supportive documentation**
- **Invoices, supportive documentation and contracts will be compared before checks are written.**
- **A Salary Ordinance will be adopted at a public meeting by the Library Board annually that includes all positions to be paid with wage and hour details.**
- **Updates to the Salary Ordinance will be approved by the Library Board at a public meeting as staff changes occur.**
- **Time sheets and the Payroll Report will be compared for accuracy before direct deposit is completed.**
- **The INPRS Report and payment amounts are compared to the Payroll Report to ensure that staff contributions are reported to INPRS accurately.**
- **To ensure that INPRS payments are made for each qualifying employee we will create a list of all positions eligible for INPRS and on a quarterly basis compare that list to the Payroll Report.**
- **The Hoosier Start remittance and contribution report will be compared to the Payroll Report to ensure that what we remit to Hoosier Start is the same amount as what was withheld from contributing employee.**
- **The responsibility for preparing Payroll and the responsibility for checking the Voucher List each month to ensure that all tax and benefit payments were made will be segregated.**
- **The Director will review the Payroll Report at time of Payroll to ensure that all persons paid are entitled to pay.**
- **The Business Manager completes an Accounts Payable Tally and an Accounts Receivable Tally to verify the accuracy of the Financial Report generated by the accounting computer.**
- **The Business Manager verifies quarterly that the money in the cash change fund totals to the correct amount.**

11. Mgt designs the unit's information system and related control activities to achieve objectives and respond to risks.

- **Access to the accounting computer will be limited to the Director, Business Manager and HR Specialist in regard to financial computing and IT Staff for support and maintenance of hardware and software.**
- **Designated staff will have individual log-ins for the accounting computer.**
- **The accounting software tracks who logged in ~~and what they did~~.**
- **As software allows, permissions will be assigned as they relate to job responsibilities.**
- **~~Sharing~~ user IDs, passwords, and log-in information will be unique per user unless that option is not available ~~is prohibited~~.**

- **Only prescribed or approved forms will be used.**

12. Mgt implements control activities through policies.

- **The library has policies, procedures, and an Internal Control Handbook that govern financial reporting. Policies, procedures, and internal control guidelines are accessible to all employees in hard copy and/or online. Any employee who creates financial reports will be trained on the applicable policies, procedures, guidelines, and forms and will be expected to adhere to them. Variances from established policies, procedures, and guidelines will be brought to Management's attention, and corrective action will be taken.**
- **Library policies and the Internal Control Handbook will be adopted in a public meeting.**

Information and Communication:

13. Mgt uses quality information to achieve the unit's objectives.

Operations: **Financial Reporting for Jasper County Public Library will be accurately completed on a monthly basis. All impacts to the library's finances will be reflected. All receipts and expenses reflected on the library's financial reports are supported by documentation.**

Reporting: **The Library Board and Director receive monthly financial reports that reflect operations year to date. These financial reports are available to the public upon request. In January of each year the Library Board receives a financial report from the Director that summarizes the financial activity for the previous year. This information is also reported to the State Board of Accounts via Indiana's Gateway by statute and is available to the public upon request.**

Compliance: **The library has policies, procedures, and an Internal Control Handbook that govern all financial reporting activities and has educated its employees. Employees responsible for activities related to financial reporting are aware of these policies, procedures, and guidelines.**

14. Mgt internally communicates the necessary quality information to achieve the unit's objectives.

- **The library has a Policy Manual, a Procedure Manual, a Staff Handbook, and an Internal Control Handbook, and staff are made aware of and trained on content.**
- **Employees who handle activities related to financial reporting have been educated as to their responsibilities and accountability.**
- **The Jasper County Public Library has an organizational chart to clarify lines of communication.**
- **Staff who handles activities related to financial reporting have been educated about the information required by the Business Office and the manner in which it should be conveyed.**
- **All staff has been educated as to their responsibilities and accountability.**
- **All employees responsible for activities related to financial reporting have been educated and certified as to internal control standards and procedures.**
- **Handbook acknowledgements and training checklists are maintained to document communication.**

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Accounting Area: **Financial Reporting**
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15. Mgt externally communicates the necessary quality information to achieve the entity's objectives.

- **All receipts and expenses are reported in the Annual Financial Report submitted through the Gateway system.**
- **Library Board receives a Receipt Breakdown, Voucher List, Report of Bank Balances, and a Financial Statement at their monthly board meeting that shows all receipts and disbursements. These monthly reports are available to the public upon request.**
- **Public requests for information are logged.**
- **The certification of training of internal control standards and procedures is maintained for audit.**
- **Control deficiencies identified in an external audit are addressed in a corrective action plan.**
- **Emails to state agencies such as State Board of Accounts and Department of Local Government Finance are archived.**
- **All bank reconcilements, bank statements, deposit slips, receipt registers, monthly receipt breakdowns, invoices, contracts, time sheets, service records, payroll reports, supportive documentation, and voucher lists are maintained for audit.**
- **The library adheres to the County/Local General Retention Schedule and the Public Library Retention Schedule.**
- **Reports are cross checked for accuracy, relevancy, and timeliness of information.**

Monitoring Activities:

16. Mgt establishes and operates monitoring activities to monitor the internal control system and evaluate the results.

- **Four times annually the Director will verify that the accounts receivable tally has been completed for each month ~~responsibilities for~~ reviewing the previous month's deposits, verifying that the deposit slips for each deposit match the bank deposit receipts, and verifying that the entries in the receipt ledger of the accounting computer reflect what was deposited ~~were segregated from the responsibility for posting receipts in the accounting computer.~~**
- **Four times annually the Director will verify that the responsibility for verifying that we have documents in support of debits and credits on the bank statement and the responsibility for preparing the monthly bank reconciliation were segregated.**
- **Director will continually verify that the responsibility for preparing the Voucher List and the responsibility for reviewing it for accuracy will be segregated.**
- **Business Manager will verify Salary Ordinance and Salary Ordinance Updates before they are approved by the Library Board.**
- **Business Manager will continually verify that the timesheets and the Payroll Report are compared for accuracy and that the Payroll Report is reviewed to ensure that all persons paid were entitled to pay.**
- **Human Resources Specialist will indicate in an internal control log that INPRS and Hoosier Start payments have been compared to the Payroll Report and appropriate contributions have been made.**

- **Director will verify quarterly that Bank Reconciliation and the Accounts Payable Tally are completed monthly and that the responsibility for checking the Voucher List and the responsibility for preparing Payroll are segregated.**
- **Four times annually the Director will verify that the responsibility for verifying that we have documents in support of debits and credits on the bank statement and the responsibility for preparing the monthly Bank Reconciliation were segregated.**
- **Director will verify that all monitoring activities were documented by initial and date on the computer or in ink.**
- **Director will verify quarterly that the Business Manager has completed monthly accounts payable and accounts receivable tallies.**
- **Director will verify quarterly that the Business Manager is completing cash change fund tallies as required.**
- **Supervisors will verify in annual performance reviews that their employees have been trained on internal control policies and procedures and that employees are adhering to internal control policies and procedures.**

17. Mgt remediates identified internal control deficiencies on a timely basis.

- **Violations or deficiencies will be reported to Management or the Library Board immediately, as is appropriate.**
- **Appropriate action, either training, disciplinary, or termination will be adequately documented.**
- **Audit deficiencies will be addressed in a corrective action plan and submitted to the State Board of Accounts. The Library Board will be kept informed regarding corrective action.**

Unit Name: Jasper County Public Library
Accounting Area: **Library Credit Cards** (major credit cards)
Created: 6/22/17
Adopted: 11/13/17
Revised: 11/11/19

Objectives	
Operations	Library Credit Cards for the Jasper County Public Library will be used to facilitate business transactions that are consistent with current budget and policies. Issuance, recordkeeping and custody of the cards will be in accordance with State Board of Accounts regulations. All credit card transactions will be supported by complete documentation indicating who made the purchase, the items purchased, charges, and the date of purchase.
Reporting	All credit card charges will be accurately reported in their entirety and in the appropriate time period.
Compliance	Credit Card usage will meet the requirements of the Accounting and Uniform Compliance Guidelines Manual for Libraries.

Control Environment:

1. **The oversight body and management demonstrate a commitment to integrity and ethical values.**
The Jasper County Public Library Board, Director, and Management Team demonstrate a commitment to the library's mission, integrity and ethical values by stressing adherence to the board adopted Internal Control Handbook and Ethics Policy. Employees will receive Internal Control training and will be certified upon completion of training. Additionally board and staff will complete a Code of Ethics Disclosure Form annually, acknowledging receipt of and agreeing to abide by the library's Code of Ethics Policy.

2. **The oversight body oversees the entity's internal control system.**
The Jasper County Public Library Board has adopted an Internal Control Handbook with the minimum requirements set forth in Indiana Code 5-11-1-27 and the Uniform Internal Control Standards for Indiana Political Subdivisions.

3. **Mgt establishes an organizational structure, assigns responsibility, and delegates authority to achieve the unit's objectives.**
The Jasper County Public Library has an organizational chart to delineate work responsibilities, establish work tasks, clarify work relationships, establish hierarchical structure of decision-making and authority, and clarify lines of communication. Board meeting minutes will reflect the Library Board's annual adoption of the library's Internal Control Handbook.

4. **Mgt demonstrates a commitment to attract, develop and retain competent individuals.**

- **Jasper County Public Library's policy is to fill all positions with the best-qualified people. When possible we prefer to promote from within. Job postings are made available through internal and external announcements including but not limited to library website, email, job boards, hiring posters, and newspaper advertisements.**
- **Employees have been educated as to the requirements of their position and trained on library policies, procedures, and guidelines as named in job descriptions, policy manuals, and handbooks.**
- **Jasper County Public Library feels that the professional development of staff at all levels is of**

utmost importance to the quality of service we can offer to our community. Therefore we provide a number of learning opportunities for staff and encourage them to take advantage of these opportunities.
Mentoring and cross training are key considerations for retention and succession planning. Contingency plans are in place for key roles.

5. **Mgt evaluates performance and holds individuals accountable for their internal control responsibilities.**

- **Jasper County Public Library Board and Director will stay apprised of applicable statutes and best practices pertaining to internal control and will adopt policies accordingly.**
- **Library Board, Director, and staff will be held accountable for internal control responsibilities as dictated by job description and the Internal Controls Handbook.**
- **Annual personnel reviews will include evaluation of internal control compliance.**
Corrective action procedures will be utilized in accordance with the Staff Handbook.

Risk Assessment:

6. **Mgt defines objectives clearly to enable the identification of risks and defines risk tolerances.**

- **See objectives as noted above and risks and tolerances as noted below.**

7. **Mgt identifies, analyzes and responds to risk related to achieving the defined objectives.**

- **Management has defined the following risks:**
Lack of knowledge regarding statute/requirements
Non-compliance with statute/requirements
Non-existent or incomplete staff procedures regarding credit card purchases
Non-compliance with library procedures for issuance and use
Lost, incomplete, inaccurate, fraudulent, or non-existent receipts
Items are purchased that are not allowable expenses
Items are purchased that are not for the library
The library being charged tax for purchases that are not travel related
Lost or stolen credit cards
Staff member leaves employment while still in possession of library credit card
Equipment and/or supplies purchased via credit card are lost or stolen (not secured by the library)
- **Management's analysis and response to risk is as follows:**
Lack of knowledge regarding statute/requirements will be avoided by seeking legal counsel, consulting manuals, attending training workshops, and monitoring listservs whenever possible.
Non-compliance with statute/requirements is not acceptable and will be addressed with corrective measures and noted in performance reviews.
Staff procedures for library credit cards will be written, reviewed annually, and revised as needed.
Credit card statements will be reviewed for accuracy and compared to supportive documentation before being paid.
Credit card receipts will be reviewed to ensure that all charges are for the library and

allowable.
Non-compliance with library procedures for issuance and use of credit cards is not acceptable and will be addressed with corrective measures and noted in performance reviews.
Staff is expected to make every effort to correct an inaccurate receipt or replace a lost receipt. Receipts will be evaluated for authenticity.
Equipment and/or supplies purchased via credit card will be checked in and verified by another staff member.
The library will not pay taxes on purchases except for travel expenses.
Lost or stolen credit cards must be reported to the Business Manager immediately, and Business Manager will cancel the lost or stolen credit card.
Credit cards that are in the possession of a former employee will be cancelled.

8. **Mgt considers the potential for fraud when identifying, analyzing and responding to risks.**

- **Any actions involving library credit cards, deemed to be fraudulent in nature, will be reported to the Director.**
- **The Library Board will adopt a Materiality Policy which will be reviewed annually.**
- **The library will address instances of fraud and misappropriation as directed in the Materiality Policy.**
- **The Director and Management Team will monitor the existence of pressure, opportunity, and rationalization to commit fraud.**
- **The library will bond the Board Treasurer and Assistant Treasurer and will include Employee Theft Coverage in the library's building insurance.**
- **Documentation associated with library credit card purchases will be reviewed by multiple staff which lessens the opportunity for deceptive alterations.**

9. **Mgt identifies, analyzes and responds to significant changes that could impact the internal control system.**

- **Key personnel are cross trained on procedures considered critical to operations. Critical operational procedures include but are not limited to: issuance of library credit cards, recordkeeping, reviewing and paying credit card statement, reviewing supporting documentation, and preparing check for payment.**
- **Invoices and supportive documentation for library credit card purchases that are waiting to be made will be stored in fire files as space allows.**
- **The library recognizes that significant changes could impact our internal control objectives. Significant changes include but are not limited to: fire, tornado, flood, inoperable computers, severe accident/illness/or death of key personnel, corruption of data, new or inexperienced key personnel, software changes, and economic changes.**
- **Disaster Recovery measures are in place for the library's accounting system which is on a stand-alone computer and password protected.**
- **Financial data is backed up daily and taken offsite.**
- **The library's financial accounting system can be installed on any computer that has the appropriate software installed.**

Unit Name: Jasper County Public Library
Accounting Area: **Library Credit Cards** (major credit cards)
Created: 6/22/17
Adopted: 11/13/17
Revised: 11/11/19

Control Activities:

10. Mgt designs control activities to achieve objectives and respond to risks.

- **The Business Manager is the custodian of the library credit cards.**
- **Access to and issuance of library credit cards will be limited to the Director, Business Manager and HR Specialist.**
- **All items purchased with a library credit card except for those associated with travel will be checked in at the library by staff that did not make the purchase.**
- **Staff responsible for check-in of purchased items will initial and date receipt.**
- **Credit card statement will be compared to supporting documentation to ensure that everything listed on the statement was purchased by the library, has been checked in, and is an allowable expense.**
- **Statements and supportive documentation will be compared before checks are written.**
- **Receipts will be reviewed to ensure that no tax has been charged except in the case of travel expenses. If tax has been charged, vendor will be expected to remove the charge and/or the employee who made the purchase will be responsible for the tax charged.**
- **Employees will be trained on library credit card and purchasing policies and procedures.**
- ~~**Password sharing will be prohibited by policy.**~~
- **Staff will be evaluated in regard to adherence to internal control procedures. Corrective action will be taken as is deemed necessary.**
- **Reviewing and monitoring activities should be initialed and dated.**
- **All records are maintained by computer or in ink.**

11. Mgt designs the unit's information system and related control activities to achieve objectives and respond to risks.

- **Access to the accounting computer will be limited to the Director, Business Manager and HR Specialist in regard to financial computing and IT Staff for support and maintenance of hardware and software.**
- **Designated staff will have individual log-ins for the accounting computer.**
- **The accounting software tracks who logged in ~~and what they did~~.**
- **As software allows, permissions will be assigned as they relate to job responsibilities.**
- **~~Sharing~~ user IDs, passwords, and log-in information will be unique per user unless that option is not available ~~is prohibited~~.**
- **Only prescribed or approved forms will be used.**

12. Mgt implements control activities through policies.

- **The library has policies, procedures, and an Internal Control Handbook that govern library credit cards. Policies, procedures, and internal control guidelines are accessible to all employees in hard copy and/or online. Any employee who has been issued a library credit card will be trained on the applicable policies, procedures, guidelines, and forms and will be expected to adhere to them. Variances from established policies, procedures, and guidelines will be brought to Management's attention, and corrective action will be taken.**
- **Library policies and the Internal Control Handbook will be adopted in a public meeting.**

Unit Name: Jasper County Public Library
Accounting Area: **Library Credit Cards** (major credit cards)
Created: 6/22/17
Adopted: 11/13/17
Revised: 11/11/19

Information and Communication:

13. Mgt uses quality information to achieve the unit's objectives.

Operations: Payment for library credit card purchases for allowable expenses will be made in consideration of supportive documentation that indicates source, items received, date received, and cost.

Reporting: All credit card charges will be presented to the Library Board for approval at a public meeting. Documents related to credit card purchases are available to the public upon request.

Compliance: The library has policies, procedures, and an Internal Control Handbook that govern all credit card activities and has educated its employees. Employees responsible for activities related to credit cards are aware of these policies, procedures, and guidelines.

14. Mgt internally communicates the necessary quality information to achieve the unit's objectives.

- **The library has a Policy Manual, a Procedure Manual, a Staff Handbook, and Internal Control Handbook, and staff are made aware of and trained on content.**
- **Employees who handle activities related to library credit cards have been educated as to their responsibilities and accountability.**
- **The Jasper County Public Library has an organizational chart to clarify lines of communication.**
- **Staff that handles activities related to library credit cards has been educated about the information required by the Business Office and the manner in which it should be conveyed.**
- **Director, Business Manager, and HR Specialist have been educated as to their responsibilities and accountability.**
- **All employees responsible for activities related to library credit cards have been educated and certified as to internal control standards and procedures.**
- **Handbook acknowledgements and training checklists are maintained to document communication.**

15. Mgt externally communicates the necessary quality information to achieve the entity's objectives.

- **The Library Board receives a Voucher List that includes credit card bills at their monthly meeting. Receipts and supporting documentation are available to the Board for their review. This information is available to the public upon request.**
- **Public requests for information are logged.**
- **The certification of training of internal control standards and procedures is maintained for audit.**
- **Control deficiencies identified in an external audit are addressed in a corrective action plan.**
- **Emails to state agencies such as State Board of Accounts and Department of Local Government Finance are archived.**

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- **All credit card statements and supportive documentation are maintained for audit.**
- **The library adheres to the County/Local General Retention Schedule and the Public Library Retention Schedule.**
- **Reports are cross checked for accuracy, relevancy, and timeliness of information.**

Monitoring Activities:

16. Mgt establishes and operates monitoring activities to monitor the internal control system and evaluate the results.

- ~~**Managers will monitor their staff's adherence to internal control procedures in regard to activities related to library credit cards.**~~
- **Business Manager will continually verify that no tax is paid except in the case of travel expenses.**
- **Business Manager will continually verify that purchases made via library credit cards except for those associated with travel were checked in at the library by staff that did not make the purchase.**
- **Director will randomly and periodically verify that supportive documentation exists for purchases listed on the credit card statement and that purchases are allowable.**
- **On a quarterly basis Director will verify that library credit cards are present and/or accounted for as per the credit card procedure.**
- **Supervisors will verify in annual performance reviews that their employees have been trained on internal control policies and procedures and that employees are adhering to internal control policies and procedures.**
- **All monitoring activities must be documented by initial and date.**

17. Mgt remediates identified internal control deficiencies on a timely basis.

- **Violations or deficiencies will be reported to Management or the Library Board immediately, as is appropriate.**
- **Appropriate action, either training, disciplinary, or termination will be adequately documented.**
- **Audit deficiencies will be addressed in a corrective action plan and submitted to the State Board of Accounts. The Library Board will be kept informed regarding corrective action.**

Unit Name: Jasper County Public Library
Accounting Area: **Payroll**
Created: 10/20/16
Adopted: 11/13/17
Revised: 11/11/19

Objectives	
Operations	Payroll and associated expenses such as taxes, insurance, and retirement benefits will be processed as allowable by statute, on time, and supported by complete documentation that includes hours worked, board approved rate of pay, tax exemptions claimed, tax tables, and withholding allowances.
Reporting	Payroll expenditures will be accurately reported in their entirety and in the appropriate time period.
Compliance	Payroll will meet the requirements of IC 5-11 Accounting for Public Funds. Additionally the library complies with all federal laws affecting employment practice.

Control Environment:

1. **The oversight body and management demonstrate a commitment to integrity and ethical values.**

- **The Jasper County Public Library Board, Director, and Management Team demonstrate a commitment to the library's mission, integrity and ethical values by stressing adherence to the board adopted Internal Control Handbook and Ethics Policy. Employees will receive Internal Control training and will be certified upon completion of training. Additionally board and staff will complete a Code of Ethics Disclosure Form annually, acknowledging receipt of and agreeing to abide by the library's Code of Ethics Policy.**

2. **The oversight body oversees the entity's internal control system.**

- **The Jasper County Public Library Board has adopted an Internal Control Handbook with the minimum requirements set forth in Indiana Code 5-11-1-27 and the Uniform Internal Control Standards for Indiana Political Subdivisions.**

3. **Mgt establishes an organizational structure, assigns responsibility, and delegates authority to achieve the unit's objectives.**

- **The Jasper County Public Library has an organizational chart to delineate work responsibilities, establish work tasks, clarify work relationships, establish hierarchical structure of decision-making and authority, and clarify lines of communication. Board meeting minutes will reflect the Library Board's annual adoption of the library's Internal Control Handbook.**

4. **Mgt demonstrates a commitment to attract, develop and retain competent individuals.**

- **Jasper County Public Library's policy is to fill all positions with the best-qualified people. When possible we prefer to promote from within. Job postings are made available through internal and external announcements including but not limited to library website, email, job boards, hiring posters, and newspaper advertisements.**
- **Employees have been educated as to the requirements of their position and trained on library policies, procedures, and guidelines as named in job descriptions, policy manuals, and handbooks.**
- **Jasper County Public Library feels that the professional development of staff at all levels is of utmost importance to the quality of service we can offer to our community. Therefore we provide a number of learning opportunities for staff and encourage them to take advantage of**

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these opportunities.

- **Mentoring and cross training are key considerations for retention and succession planning. Contingency plans are in place for key roles.**

5. **Mgt evaluates performance and holds individuals accountable for their internal control responsibilities.**

- **Jasper County Public Library Board and Director will stay apprised of applicable statutes and best practices pertaining to internal control and will adopt policies accordingly.**
- **Library Board, Director, and staff will be held accountable for internal control responsibilities as dictated by job description and the Internal Controls Handbook.**
- **Annual personnel reviews will include evaluation of internal control compliance.**
- **Corrective action procedures will be utilized in accordance with the Staff Handbook.**

Risk Assessment:

6. **Mgt defines objectives clearly to enable the identification of risks and defines risk tolerances.**

- **See objectives as noted above and risks and tolerances as noted below**

7. **Mgt identifies, analyzes and responds to risk related to achieving the defined objectives.**

- **Management has defined the following risks:**
  Lack of knowledge regarding statute/requirements
  Non-compliance with statute/requirements
  Non-existent or incomplete staff procedures regarding processes related to Payroll
  Lost, incomplete, inaccurate, fraudulent, or non-existent time sheets and payroll records
  Supervisors not reviewing timesheets for accuracy
  Non-completion of Payroll and related activities due to circumstances beyond our control
  Inaccurate or fraudulent information being entered into the payroll software
  Staff errors with payroll processing
  Lost, incomplete, or inaccurate withholding forms
  Lack of board-approval for rate of pay
  Inaccurate or non-existent bank account and routing numbers for direct deposit
- **Management's analysis and response to risk is as follows:**
  Lack of knowledge regarding statute/requirements will be avoided by seeking legal counsel, consulting manuals, attending training workshops, and monitoring listservs whenever possible.
  Non-compliance with statute/requirements is not acceptable and will be addressed with corrective measures and noted in performance reviews.
  Staff procedures for processes related to Payroll will be written, reviewed annually, and revised as needed.
  Time sheets will be reviewed for accuracy and completeness before being paid.
  Staff are expected to replace lost timesheets and withholding forms or correct inaccurate and/or incomplete information on these forms.
  Twice annually Business Manager will process Payroll to keep payroll skills sharp and to review payroll records for accuracy.
  Supervisors not reviewing time sheets for accuracy is unacceptable and will be addressed with

corrective measures and noted in performance reviews.
When circumstances beyond our control interrupt or prevent payroll completion, every measure will be taken to complete Payroll as soon as possible.
Staff errors will be avoided or corrected when discovered.
Staff will be paid in accordance to board approved Salary Ordinance.
Inaccurate bank account and routing numbers will be corrected when discovered.
Not providing bank account and routing numbers necessary for direct deposit is unacceptable and will be addressed with corrective measures and noted in performance reviews.

8. Mgt considers the potential for fraud when identifying, analyzing and responding to risks.

- **Any actions involving Payroll, deemed to be fraudulent in nature, will be reported to the Director.**
- **The Library Board will adopt a Materiality Policy which will be reviewed annually.**
- **The library will address instances of fraud and misappropriation as directed in the Materiality Policy.**
- **The Director and Management Team will monitor the existence of pressure, opportunity, and rationalization to commit fraud.**
- **The library will include Employee Theft and Employee Benefits Liability coverage in the library's building insurance.**
- **Documentation associated with Payroll will be reviewed by multiple staff which lessens the opportunity for deceptive alterations**

9. Mgt identifies, analyzes and responds to significant changes that could impact the internal control system.

- **The library recognizes that significant changes could impact our internal control objectives. Significant changes include but are not limited to: fire, tornado, flood, inoperable computers, severe accident/illness/or death of key personnel, corruption of data, new or inexperienced key personnel, software changes, and economic changes.**
- **Disaster Recovery measures are in place for the library's accounting system which is on a stand-alone computer and password protected.**
- **Financial data is backed up daily and taken offsite.**
- **The library's financial accounting system can be installed on any computer that has the appropriate software installed.**
- **To ensure the ability to pay staff in the event that direct deposit is unavailable due to circumstances beyond our control, a supply of payroll checks are kept in stock.**
- **Key personnel are cross trained on procedures considered critical to operations. Critical operational procedures include but are not limited to: checking time sheets, inputting information into the payroll software, direct deposit, and tax and benefit payments.**
- **Time sheets and supportive documentation for current year payroll are stored in fire files.**

Control Activities:

10. Mgt designs control activities to achieve objectives and respond to risks.

Unit Name: Jasper County Public Library
Accounting Area: **Payroll**
Created: 10/20/16
Adopted: 11/13/17
Revised: 11/11/19

- **A Salary Ordinance will be adopted at a public meeting by the Library Board annually that includes all positions to be paid with wage and hour details.**
- **Updates to the Salary Ordinance will be approved by the Library Board at a public meeting as staff changes occur.**
- **Time sheets are submitted by staff to their supervisors who will review them and verify by signature that they are an accurate reflection of hours worked.**
- **Business Office staff will review time sheets for accuracy, supervisor signature, and all other necessary elements.**
- **Twice yearly withholding forms will be reviewed to ensure they are current and contain all required signatures and elements and that the data that is entered in the payroll software is an accurate reflection of requested or required withholdings, and this control activity will be logged in each employee's file.**
- **Time sheets and the Payroll Report will be compared for accuracy before direct deposit is completed.**
- **The INPRS Report and payment amounts are compared to the Payroll Report to ensure that staff contributions are reported to INPRS accurately.**
- **To ensure that INPRS payments are made for each qualifying employee we will create a list of all positions eligible for INPRS and on a quarterly basis compare that list to the Payroll Report.**
- **The Hoosier Start remittance and contribution report will be compared to the Payroll Report to ensure that what we remit to Hoosier Start is the same amount as what was withheld from contributing employee.**
- **All payroll tax disbursements are checked in the processes of bank reconciliation and the monthly accounts payable tally.**
- **The responsibility for preparing Payroll and the responsibility for checking the voucher list each month to ensure that all tax and benefit payments were made will be segregated.**
- **The Director will review the Payroll Report at time of Payroll to ensure that all persons paid are entitled to pay.**
- **Twice yearly the HR Specialist will , in late January and late June, compare the Board approved Salary Ordinance and Updates to the data entered into the payroll software.**
- **Employees will be trained on time sheet policies and procedures**
- **Staff responsible for processing Payroll will be trained on policies and procedures**
- ~~**Password sharing will be prohibited by policy.**~~
- **Staff will be evaluated in regard to adherence to internal control procedures. Corrective action will be taken as is deemed necessary.**
- **Reviewing and monitoring activities should be initialed and dated.**
- **All records are maintained by computer or in ink.**

11. Mgt designs the unit's information system and related control activities to achieve objectives and respond to risks.

- **Access to the accounting computer will be limited to the Director, Business Manager and HR Specialist in regard to financial computing and IT Staff for support and maintenance of hardware and software.**

Unit Name: Jasper County Public Library
Accounting Area: **Payroll**
Created: 10/20/16
Adopted: 11/13/17
Revised: 11/11/19

- **Designated staff will have individual log-ins for the accounting computer.**
- **The accounting software tracks who logged in ~~and what they did~~.**
- **As software allows, permissions will be assigned as they relate to job responsibilities.**
- **~~Sharing~~ user IDs, passwords, and log-in information will be unique per user unless that option is not available ~~is prohibited~~.**
- **Only prescribed or approved forms will be used.**

12. Mgt implements control activities through policies.

- **The library has policies, procedures, and an Internal Control Handbook that govern Payroll. Policies, procedures, and internal control guidelines are accessible to all employees in hard copy and/or online. Any employee who processes Payroll will be trained on the applicable policies, procedures, guidelines, and forms and will be expected to adhere to them. Variances from established policies, procedures, and guidelines will be brought to Management's attention, and corrective action will be taken.**
- **Library policies and the Internal Control Handbook will be adopted in a public meeting.**

Information and Communication:

13. Mgt uses quality information to achieve the unit's objectives.

Operations: **Payroll and associated expenses such as taxes, insurance, and retirement benefits are processed as allowable by statute, on time, and supported by complete and verified documentation that includes hours worked, rate of pay, tax exemptions claimed, tax tables, and withholding allowances.**

Reporting: **Payroll expenditures will be accurately reported in their entirety and in the appropriate time period. External parties receiving this relevant information include: financial institutions, government agencies, insurance providers, retirement savings providers, and library employees.**

Compliance: **The library has policies, procedures, and an Internal Control Handbook that govern all payroll activities and has educated its employees. Employees responsible for activities related to Payroll are aware of these policies, procedures, and guidelines. Additionally the library complies with all federal laws affecting employment practice.**

14. Mgt internally communicates the necessary quality information to achieve the unit's objectives.

- **The library has a Policy Manual, a Procedure Manual, a Staff Handbook, and an Internal Control Handbook, and staff are made aware of and trained on content.**
- **Employees who handle activities related to Payroll have been educated as to their responsibilities and accountability.**
- **The Jasper County Public Library has an organizational chart to clarify lines of communication.**
- **Staff handling activities related to Payroll has been educated about the information required by the Business Office and the manner in which it should be conveyed.**

Unit Name: Jasper County Public Library
Accounting Area: **Payroll**
Created: 10/20/16
Adopted: 11/13/17
Revised: 11/11/19

- **All staff has been educated as to their responsibilities and accountability.**
- **All employees responsible for activities related to Payroll have been educated and certified as to internal control standards and procedures.**
- **Handbook acknowledgements and training checklists are maintained to document communication.**

15. Mgt externally communicates the necessary quality information to achieve the entity's objectives.

- **All expenses are reported in the Annual Financial Report submitted through the Gateway system.**
- **The Library Board receives a Voucher List and a Financial Statement at their monthly board meeting that shows all payroll-related disbursements. These monthly reports are available to the public upon request.**
- **Public requests for information are logged.**
- **The certification of training of internal control standards and procedures is maintained for audit.**
- **Control deficiencies identified in an external audit are addressed in a corrective action plan.**
- **Emails to state agencies such as State Board of Accounts and Department of Local Government Finance are archived.**
- **All time sheets, service records, payroll reports, supportive documentation, and voucher lists are maintained for audit.**
- **The library adheres to the County/Local General Retention Schedule and the Public Library Retention Schedule.**
- **Reports are cross checked for accuracy, relevancy, and timeliness of information.**

Monitoring Activities:

16. Mgt establishes and operates monitoring activities to monitor the internal control system and evaluate the results.

- **Managers will monitor their staff's adherence to internal control procedures in regard to activities related to Payroll.**
- **Human Resources Specialist will continually verify that timesheets have been reviewed and signed by supervisors.**
- **Business Manager will verify Salary Ordinance and Salary Ordinance Updates before they are approved by the Library Board.**
- **Business Manager will annually verify that the withholding form review has been completed and logged in each employee's file.**
- **Business Manager will continually verify that the timesheets and the Payroll Report are compared for accuracy and that the Payroll Report is reviewed to ensure that all persons paid were entitled to pay.**
- **Human Resources Specialist will indicate in an internal controls log that INPRS and Hoosier Start payments have been compared to the Payroll Report and appropriate contributions have been made.**

Unit Name: Jasper County Public Library
Accounting Area: **Payroll**
Created: 10/20/16
Adopted: 11/13/17
Revised: 11/11/19

- **Director will verify quarterly that Bank reconciliation and the Accounts Payable Tally are completed monthly and that the responsibility for checking the Voucher List and the responsibility for preparing Payroll are segregated.**
- **Human Resources Specialist will indicate in an internal control log that the board approved Salary Ordinance and Salary Ordinance Updates were compared to the data in the payroll software.**
- **Supervisors will verify in annual performance reviews that their employees have been trained on internal control policies and procedures and that employees are adhering to internal control policies and procedures.**
- **All monitoring activities must be documented by initial and date.**

17. Mgt remediates identified internal control deficiencies on a timely basis.

- **Violations or deficiencies will be reported to Management or the Library Board immediately, as is appropriate.**
- **Appropriate action, either training, disciplinary, or termination will be adequately documented.**
- **Audit deficiencies will be addressed in a corrective action plan and submitted to the State Board of Accounts. The Library Board will be kept informed regarding corrective action.**

Unit Name: Jasper County Public Library
Accounting Area: **Receipts**
Created: 10/20/16
Adopted: 11/12/18
Revised: 11/11/19

Objectives	
Operations	All receipts for the Jasper County Public Library will be accurately recorded and deposited intact into designated depositories, so that it is clearly known how much revenue has been received, when it was received, the source and type of revenue, and what fund it has been receipted into.
Reporting	All receipts will be reported to the board at a public meeting. Receipts are reported annually to the State Board of Accounts via Indiana's Gateway. All reports are available to the public via the Gateway or upon request. All receipts will be accurately reported in their entirety and in the appropriate time period.
Compliance	Records of receipt will meet the requirements of IC 5-11 Accounting for Public Funds and IC 5-13-6 Deposit of Public Funds

Control Environment:

1. **The oversight body and management demonstrate a commitment to integrity and ethical values.**

- **The Jasper County Public Library Board, Director, and Management Team demonstrate a commitment to the library's mission, integrity and ethical values by stressing adherence to the board adopted Internal Control Handbook and Ethics Policy. Employees will receive Internal Control training and will be certified upon completion of training. Additionally board and staff will complete a Code of Ethics Disclosure Form annually, acknowledging receipt of and agreeing to abide by the library's Code of Ethics Policy.**

2. **The oversight body oversees the entity's internal control system.**

- **The Jasper County Public Library Board has adopted an Internal Control Handbook with the minimum requirements set forth in Indiana Code 5-11-1-27 and the Uniform Internal Control Standards for Indiana Political Subdivisions.**

3. **Mgt establishes an organizational structure, assigns responsibility, and delegates authority to achieve the unit's objectives.**

- **The Jasper County Public Library has an organizational chart to delineate work responsibilities, establish work tasks, clarify work relationships, establish hierarchical structure of decision-making and authority, and clarify lines of communication. Board meeting minutes will reflect the Library Board's annual adoption of the library's Internal Control Handbook.**

4. **Mgt demonstrates a commitment to attract, develop and retain competent individuals.**

- **Jasper County Public Library's policy is to fill all positions with the best-qualified people. When possible we prefer to promote from within. Job postings are made available through internal and external announcements including but not limited to library website, email, job boards, hiring posters, and newspaper advertisements.**
- **Employees have been educated as to the requirements of their position and trained on library policies, procedures, and guidelines as named in job descriptions, policy manuals, and handbooks.**
- **Jasper County Public Library feels that the professional development of staff at all levels is of**

utmost importance to the quality of service we can offer to our community. Therefore we provide a number of learning opportunities for staff and encourage them to take advantage of these opportunities.

- **Mentoring and cross training are key considerations for retention and succession planning. Contingency plans are in place for key roles.**

5. **Mgt evaluates performance and holds individuals accountable for their internal control responsibilities.**

- **Jasper County Public Library Board and Director will stay apprised of applicable statutes and best practices pertaining to internal control and will adopt policies accordingly.**
- **Library Board, Director, and staff will be held accountable for internal control responsibilities as dictated by job description and the Internal Controls Handbook.**
- **Annual personnel reviews will include evaluation of internal control compliance.**
- **Corrective action procedures will be utilized in accordance with the Staff Handbook.**

Risk Assessment:

6. **Management defines objectives clearly to enable the identification of risks and defines risk tolerances.**

- **See objectives as noted above and risks and tolerances as noted below.**

7. **Management identifies, analyzes and responds to risk related to achieving the defined objectives.**

- **Management has defined the following risks:**
  Lack of knowledge regarding statute/requirements
  Non-compliance with statute/requirements
  Non-existent or incomplete staff procedures regarding receipts
  Staff neglecting to process revenue through the cash register
  Staff entering incorrect amount when processing revenue
  Staff entering incorrect code when processing revenue
  Staff waiving fees fraudulently and stealing revenue received
  Lost or stolen revenue
  Staff depositing less than what they report they are depositing
  Deposits of funds received are not intact.
  Same staff member making deposits and doing the monthly bank reconciliation
- **Management's analysis and response to risk is as follows:**
  Lack of knowledge regarding statute/requirements will be avoided by seeking legal counsel, consulting manuals, attending training workshops, and monitoring listservs whenever possible.
  Non-compliance with statute/requirements is not acceptable and will be addressed with corrective measures and noted in performance reviews.
  Staff procedures for receipts will be written, reviewed annually, and revised as needed.
  Neglecting to process revenue through the cash register is not acceptable and will be addressed with corrective measures and noted in performance reviews.

Entering incorrect amounts and/or codes will be avoided or corrected when discovered.
Process will be established to monitor waiving on patron accounts.
With the exception of items related to the library's Summer Reading theme, staff is only allowed to purchase items as listed in the board approved policy.
Staff is not allowed to process their own transactions.
Longs and/or shorts will be reported to the Business Manager or Director on day they are discovered.
Employees and patrons are not allowed to cash personal checks from funds awaiting deposit.
Deposits should be comprised of the actual cash and checks received.
The Library Board will include in their Accounting Practices that they adopt annually, a Materiality Threshold.
Business Manager will document and resolve irregular variances and losses below the Materiality Threshold.
Director or Treasurer will report irregular variances and losses that meet or exceed the Materiality Threshold to the State Board of Accounts as per IC 5-11-1-27.
Business Manager will match the deposit receipt from the bank to the duplicate deposit slip.
Whenever possible one staff member will make the deposit and another staff member will do the monthly bank reconciliation.
The credits and debits listed on the bank statement will be compared to back-up documentation. This comparison will be completed by a staff member not completing the bank reconciliation.

8. Management considers the potential for fraud when identifying, analyzing and responding to risks.

- **Any actions involving receipt of revenue, deemed to be fraudulent in nature, will be reported to the Director.**
- **The Library Board will adopt a Materiality Policy which will be reviewed annually.**
- **The library will address instances of fraud and misappropriation as directed in the Materiality Policy.**
- **The Director and Management Team will monitor the existence of pressure, opportunity, and rationalization to commit fraud.**
- **The library will bond the Board Treasurer and Assistant Treasurer and will include Accounts Receivable and Employee Theft coverage in the library's building insurance.**

9. Management identifies, analyzes and responds to significant changes that could impact the internal control system.

- **The library recognizes that significant changes could impact our internal control objectives. Significant changes include but are not limited to: fire, tornado, flood, inoperable computers, severe accident/illness/or death of key personnel, corruption of data, new or inexperienced key personnel, software changes, and economic changes.**
- **Disaster Recovery measures are in place for the library's accounting system which is on a stand-alone computer and password protected.**

Unit Name: Jasper County Public Library
Accounting Area: **Receipts**
Created: 10/20/16
Adopted: 11/12/18
Revised: 11/11/19

- **Financial data is backed up daily and taken offsite.**
- **The library's financial accounting system can be installed on any computer that has the appropriate software installed.**
- **Key personnel are cross trained on procedures considered critical to operations. Critical operational procedures include but are not limited to: cash register operations, daily bank deposits, processing revenue received via mail or electronic funds transfer, and entering revenue received into the financial software.**

Control Activities:

10. Mgt designs control activities to achieve objectives and respond to risks.

- **The responsibility for collecting revenue and issuing receipts is segregated from the responsibility for preparing the bank deposit.**
- **The responsibilities for reviewing the previous month's deposits, verifying that the deposit slips for each deposit match the bank deposit receipts, and verifying that the entries in the receipt ledger of the accounting computer reflect what was deposited will be segregated from the responsibility for posting receipts in the accounting computer.**
- **Bank deposits will be kept in a locked file until transported to the depository.**
- **The responsibility for verifying that we have documents in support of debits and credits on the bank statement and the responsibility for preparing the monthly bank reconciliation will be segregated.**
- **The library will use cash registers in the public service departments.**
- **Numbered receipts generated by the cash register will be issued for all money collected, except for tax revenue, and a copy of the receipt will be retained until the monthly desk collection is balanced by the HR Specialist.**
- **Receipts will be issued for all revenue received with the exception of tax revenue which will be deposited immediately upon receipt.**
- **Employees will be trained in how to process checks, and checks will be stamped 'For Deposit Only' immediately upon receipt.**
- **Cash will be counted by two employees.**
- **Staff personal transactions will be conducted through the cash register by another employee.**
- **Shortages and overages with cash register receipts will be logged in the Business Office and addressed in accordance with the library's Materiality Policy.**
- **Cash register receipts will indicate the type of payment received (cash, check, etc.) and will be reconciled to the makeup of the bank deposit.**
- ~~**Password sharing will be prohibited by policy.**~~
- **Staff will be evaluated in regard to adherence to internal control procedures. Corrective action will be taken as is deemed necessary.**
- **Reviewing and monitoring activities should be initialed and dated.**
- **All records are maintained by computer or in ink.**
- **Due to limited staff resources, we are unable to have separate cash drawers for each public service employee, to have two staff persons process mail, to have two staff persons process a single patron transaction. We accept these risks.**

Unit Name: Jasper County Public Library
Accounting Area: **Receipts**
Created: 10/20/16
Adopted: 11/12/18
Revised: 11/11/19

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11. Mgt designs the unit's information system and related control activities to achieve objectives and respond to risks.

- **Access to the accounting computer will be limited to the Director, Business Manager and HR Specialist in regard to financial computing and IT Staff for support and maintenance of hardware and software.**
- **Designated staff will have individual log-ins for the accounting computer.**
- **The accounting software tracks who logged in ~~and what they did~~.**
- **As software allows, permissions will be assigned as they relate to job responsibilities.**
- **~~Sharing~~ user IDs, passwords, and log-in information will be unique per user unless that option is not available ~~is prohibited~~.**
- **Our automated system will track patron transactions and generate reports of revenue received.**
- **Only prescribed or approved forms will be used.**

12. Mgt implements control activities through policies.

- **The library has policies, procedures, and an Internal Control Handbook that govern all receipt activities. Policies, procedures, and internal control guidelines are accessible to all employees in hard copy and/or online. Any employee who processes library revenue will be trained on the applicable policies, procedures, guidelines, and forms and will be expected to adhere to them. Variances from established policies, procedures, and guidelines will be brought to Management's attention, and corrective action will be taken.**
- **Library policies and the Internal Control Handbook will be adopted in a public meeting.**

Information and Communication:

13. Mgt uses quality information to achieve the unit's objectives.

Operations: **Receipts are submitted to the Business Office on approved forms, dated, itemized and reflecting the source of the revenue. Business Office staff will review the receipts and supportive documents and make the deposit.**

Reporting: **The Business Office will review the receipts and deposits and create the Monthly Receipt Breakdown and Financial Statement. Variances will be reported to the Director.**

Compliance: **The library has policies, procedures, and an Internal Control Handbook that govern all receipt activities and has educated its employees. Employees responsible for handling receipts are aware of these policies, procedures, and guidelines.**

14. Mgt internally communicates the necessary quality information to achieve the unit's objectives.

- **The library has a Policy Manual, a Procedure Manual, a Staff Handbook, and an Internal**

Control Handbook and staff are made aware of and trained on content.

- **Employees who handle receipts have been educated as to their responsibilities and accountability.**
- **The Jasper County Public Library has an organizational chart to clarify lines of communication.**
- **Staff handling receipts has been educated about the receipt information required by the Business Office and the manner in which it should be conveyed.**
- **Director, Business Manager, and HR Specialist have been educated as to their responsibilities and accountability.**
- **All employees have been educated and certified as to internal control standards and procedures.**
- **Handbook acknowledgements and training checklists are maintained to document communication.**

15. Mgt externally communicates the necessary quality information to achieve the entity's objectives.

- **All library receipts are reported in the Annual Financial Report submitted through the Gateway system.**
- **Library board members receive a Receipt Breakdown and a Financial Statement at their monthly board meeting that shows all receipts received. These monthly reports are available to the public upon request.**
- **Public requests for information are logged.**
- **The certification of training of internal control standards and procedures is maintained for audit.**
- **Control deficiencies identified in an external audit are addressed in a corrective action plan.**
- **Emails to state agencies such as State Board of Accounts and Department of Local Government Finance are archived.**
- **All deposit slips, the receipt register, the monthly receipt breakdowns and supportive documentation are maintained for audit.**
- **The library adheres to the County/Local General Retention Schedule and the Public Library Retention Schedule.**
- **Reports are cross checked for accuracy, relevancy, and timeliness of information.**

Monitoring Activities:

16. Mgt establishes and operates monitoring activities to monitor the internal control system and evaluate the results.

- **Public Service Managers will monitor their staff's adherence to internal control procedures in regard to receipt of revenue.**
- **Four times annually the Director will verify that the accounts receivable tally has been completed for each month ~~responsibilities for~~ reviewing the previous month's deposits, verifying that the deposit slips for each deposit match the bank deposit receipts, and verifying that the entries in the receipt ledger of the accounting computer reflect what was deposited ~~were segregated from the responsibility for posting receipts in the accounting computer.~~**

- **Four times annually the Director will verify that the responsibility for verifying that we have documents in support of debits and credits on the bank statement and the responsibility for preparing the monthly bank reconciliation were segregated.**
- **Four times annually the Director will verify that a log of shortages and overages is being maintained in the Business Office.**
- **Supervisors will verify in annual performance reviews that their employees have been trained on internal control policies and procedures and that employees are adhering to internal control policies and procedures.**
- **All monitoring activities must be documented by initial and date.**

17. Mgt remediates identified internal control deficiencies on a timely basis.

- **Violations or deficiencies will be reported to Management or the Library Board immediately, as is appropriate.**
- **Appropriate action, either training, disciplinary, or termination, will be adequately documented.**
- **Audit deficiencies will be addressed in a corrective action plan and submitted to the State Board of Accounts. The Library Board will be kept informed regarding corrective action.**

Unit Name: Jasper County Public Library
Accounting Area: **Vendor Disbursements**
Created: 10/20/16
Adopted: 11/13/17
Revised: 11/11/19

Objectives	
Operations	All Vendor Disbursements will be allowable by statute, paid on time, and supported by complete documentation that indicates source, items received, date received, and cost .
Reporting	All Vendor Disbursements will be accurately reported in their entirety and in the appropriate time period.
Compliance	Vendor Disbursements will meet the requirements of IC 5-11 Accounting for Public Funds.

Control Environment:

1. **The oversight body and management demonstrate a commitment to integrity and ethical values.**

- **The Jasper County Public Library Board, Director, and Management Team demonstrate a commitment to the library's mission, integrity and ethical values by stressing adherence to the board adopted Internal Control Handbook and Ethics Policy. Employees will receive-Internal Control training and will be certified upon completion of training. Additionally board and staff will complete a Code of Ethics Disclosure Form annually, acknowledging receipt of and agreeing to abide by the library's Code of Ethics Policy.**

2. **The oversight body oversees the entity's internal control system.**

- **The Jasper County Public Library Board has adopted an Internal Control Handbook with the minimum requirements set forth in Indiana Code 5-11-1-27 and the Uniform Internal Control Standards for Indiana Political Subdivisions.**

3. **Mgt establishes an organizational structure, assigns responsibility, and delegates authority to achieve the unit's objectives.**

- **The Jasper County Public Library has an organizational chart to delineate work responsibilities, establish work tasks, clarify work relationships, establish hierarchical structure of decision-making and authority, and clarify lines of communication. Board meeting minutes will reflect the Library Board's annual adoption of the library's Internal Control Handbook.**

4. **Mgt demonstrates a commitment to attract, develop and retain competent individuals.**

- **Jasper County Public Library's policy is to fill all positions with the best-qualified people. When possible we prefer to promote from within. Job postings are made available through internal and external announcements including but not limited to library website, email, job boards, hiring posters, and newspaper advertisements.**
- **Employees have been educated as to the requirements of their position and trained on library policies, procedures, and guidelines as named in job descriptions, policy manuals, and handbooks.**
- **Jasper County Public Library feels that the professional development of staff at all levels is of utmost importance to the quality of service we can offer to our community. Therefore we provide a number of learning opportunities for staff and encourage them to take advantage of these opportunities.**
- **Mentoring and cross training are key considerations for retention and succession planning.**

Unit Name: Jasper County Public Library
Accounting Area: **Vendor Disbursements**
Created: 10/20/16
Adopted: 11/13/17
Revised: 11/11/19

Contingency plans are in place for key roles.

5. **Mgt evaluates performance and holds individuals accountable for their internal control responsibilities.**

- **Jasper County Public Library Board and Director will stay apprised of applicable statutes and best practices pertaining to internal control and will adopt policies accordingly.**
- **Library Board, Director, and staff will be held accountable for internal control responsibilities as dictated by job description and the Internal Controls Handbook.**
- **Annual personnel reviews will include evaluation of internal control compliance.**
- **Corrective action procedures will be utilized in accordance with the Staff Handbook.**

Risk Assessment:

6. **Mgt defines objectives clearly to enable the identification of risks and defines risk tolerances.**

- **See objectives as noted above and risks and tolerances as noted below**

7. **Mgt identifies, analyzes and responds to risk related to achieving the defined objectives.**

- **Management has defined the following risks:**
  Lack of knowledge regarding statute/requirements
  Non-compliance with statute/requirements
  Non-existent or incomplete staff procedures regarding vendor disbursements
  Lost, incomplete, inaccurate, fraudulent, or non-existent invoices
  Contracts that are not current, that have missing elements, that have not been signed by all parties, and have not been entered into legally
  Incomplete, inaccurate, fraudulent voucher list presented to the Library Board for approval
  Board or staff members claiming mileage for trips that are not official business or recording inaccurate trip details.
  Board or staff members submitting accounts payable vouchers for reimbursement for expenses that are not approved or official business or submitting inaccurate, incomplete, or fraudulent receipts.
  Not collecting W-9 forms from vendors.
  W-9 forms that have dated or inaccurate information
  The same staff person ordering and receiving items for the library
  Items are purchased or contracted for that are not allowable expenses
  The library being charged tax for purchases that are not travel related
  Check fraud
- **Management's analysis and response to risk is as follows:**
  Lack of knowledge regarding statute/requirements will be avoided by seeking legal counsel, consulting manuals, attending training workshops, and monitoring listservs whenever possible.
  Non-compliance with statute/requirements is not acceptable and will be addressed with corrective measures and noted in performance reviews.
  Staff procedures for vendor disbursements will be written, reviewed annually, and revised as needed.
  Invoices will be reviewed for accuracy and compared to supportive documentation before

being paid.
Vendors are expected to replace lost invoices or correct inaccurate information on invoices received.
Contracts will be reviewed to ensure they are current and contain all required signatures and elements.
Vendors will be required to provide products/services as named in contracts or issue credit when products/services are not received.
Contracts will be reviewed by legal counsel at the discretion of the Director.
Voucher list will be reviewed for accuracy before being presented to the Library Board for approval.
Mileage claim forms will be reviewed for accuracy and to ensure they contain all necessary elements.
Accounts payable vouchers will be reviewed for accuracy and to ensure they contain all necessary elements and that all expenses are allowable.
Not collecting W-9 Forms from vendors is unacceptable and will be addressed with corrective measures and noted in performance reviews.
W-9 Forms will be requested annually.
Responsibilities for ordering and receiving items for the library will be segregated.
The library will only pay allowable expenses.
The library will not pay tax on purchases except for travel expenses.
The library will implement Positive Pay to mitigate check fraud.

8. **Mgt considers the potential for fraud when identifying, analyzing and responding to risks.**

- **Any actions involving vendor disbursements, deemed to be fraudulent in nature, will be reported to the Director.**
- **The Library Board will adopt a Materiality Policy which will be reviewed annually.**
- **The library will address instances of fraud and misappropriation as directed in the Materiality Policy.**
- **The Director and Management Team will monitor the existence of pressure, opportunity, and rationalization to commit fraud.**
- **The library will bond the Board Treasurer and Assistant Treasurer and will include Employee Theft Coverage in the library's building insurance**
- **Documentation associated with vendor disbursements will be reviewed by multiple staff which lessens the opportunity for deceptive alterations**

9. **Mgt identifies, analyzes and responds to significant changes that could impact the internal control system.**

- **To ensure the ability to continue the financial operations of the library, a supply of vendor checks are kept offsite.**
- **Key personnel are cross trained on procedures considered critical to operations. Critical operational procedures include but are not limited to: processing bills, preparing checks for payment, ordering, receiving and checking in ordered items**
- **Invoices and supportive documentation for vendor disbursements that are waiting to be made**

will be stored in fire files as space allows

- **The library recognizes that significant changes could impact our internal control objectives. Significant changes include but are not limited to: fire, tornado, flood, inoperable computers, severe accident/illness/or death of key personnel, corruption of data, new or inexperienced key personnel, software changes, and economic changes.**
- **Disaster Recovery measures are in place for the library's accounting system which is on a stand-alone computer and password protected.**
- **Financial data is backed up daily and taken offsite.**
- **The library's financial accounting system can be installed on any computer that has the appropriate software installed.**

Control Activities:

10. Mgt designs control activities to achieve objectives and respond to risks.

- **The responsibilities for ordering and receiving items for the library will be segregated.**
- **All invoices will be compared to supporting documentation to ensure that everything listed on the invoice was ordered by the library and has been received and is an allowable expense.**
- **Contracts will be reviewed to ensure they are current and contain all required signatures and elements.**
- **Invoices, supportive documentation and contracts will be compared before checks are written.**
- **The responsibility for preparing the voucher list and the responsibility for reviewing it for accuracy will be segregated.**
- **Mileage claim forms are submitted by staff to their supervisor, reviewed and signed by the supervisor, and reviewed by the Business Office to ensure accuracy and that they include all necessary elements.**
- **Accounts Payable Vouchers are submitted by staff to their supervisor, reviewed and signed by the supervisor, and reviewed by the Business Office to ensure accuracy and that they include all necessary elements and all expenses are allowable.**
- **Business Office will upload board approved list of checks to our bank the day following the board meeting.**
- **The library will remain enrolled in Positive Pay.**
- **Board Treasurer will randomly and periodically review the voucher list, invoices, contracts, and supportive documentation**
- **Staff responsible for arranging for services will request W-9s annually, and Business Manager will review vendor list to ensure all W-9s are collected and current.**
- **Invoices and statements will be reviewed to ensure that no tax has been charged except in the case of travel expenses. If tax has been charged, vendor will be expected to remove the charge and/or the employee who made the purchase will be responsible for the tax charged.**
- **Employees will be trained on purchasing policies and procedures.**
- ~~**Password sharing will be prohibited by policy.**~~
- **Staff will be evaluated in regard to adherence to internal control procedures. Corrective action will be taken as is deemed necessary.**

Unit Name: Jasper County Public Library
Accounting Area: **Vendor Disbursements**
Created: 10/20/16
Adopted: 11/13/17
Revised: 11/11/19

- **Reviewing and monitoring activities should be initialed and dated.**
- **All records are maintained by computer or in ink.**

11. Mgt designs the unit's information system and related control activities to achieve objectives and respond to risks.

- **Access to the accounting computer will be limited to the Director, Business Manager and HR Specialist in regard to financial computing and IT Staff for support and maintenance of hardware and software.**
- **Designated staff will have individual log-ins for the accounting computer.**
- **The accounting software tracks who logged in ~~and what they did~~.**
- **As software allows, permissions will be assigned as they relate to job responsibilities.**
- **~~Sharing~~ user IDs, passwords, and log-in information will be unique per user unless that option is not available ~~is prohibited~~.**
- **Only prescribed or approved forms will be used.**

12. Mgt implements control activities through policies.

- **The library has policies, procedures, and an Internal Control Handbook that govern all vendor disbursements. Policies, procedures, and internal control guidelines are accessible to all employees in hard copy and/or online. Any employee who processes vendor disbursements will be trained on the applicable policies, procedures, guidelines, and forms and will be expected to adhere to them. Variances from established policies, procedures, and guidelines will be brought to Management's attention, and corrective action will be taken.**
- **Library policies and the Internal Control Handbook will be adopted in a public meeting.**

Information and Communication:

13. Mgt uses quality information to achieve the unit's objectives.

Operations: **Vendor Disbursements for allowable expenses will be made in consideration of supportive documentation that indicates source, items received, date received, and cost.**

Reporting: **All Vendor Disbursements will be presented to the Library Board for approval at a public meeting. Expenses are submitted annually to the State Board of Accounts via Indiana's Gateway. Documents related to vendor disbursements are available to the public upon request.**

Compliance: **The library has policies, procedures, and an Internal Control Handbook that govern all Vendor Disbursement activities and has educated its employees. Employees responsible for activities related to Vendor Disbursements are aware of these policies, procedures, and guidelines.**

14. Mgt internally communicates the necessary quality information to achieve the unit's objectives.

- **The library has a Policy Manual, a Procedure Manual, a Staff Handbook, and Internal Control**

Handbook and staff are made aware of and trained on content.

- **Employees who handle activities related to Vendor Disbursement have been educated as to their responsibilities and accountability.**
- **The Jasper County Public Library has an organizational chart to clarify lines of communication.**
- **Staff who handles activities related to Vendor Disbursements has been educated about the information required by the Business Office and the manner in which it should be conveyed.**
- **Director, Business Manager, and HR Specialist have been educated as to their responsibilities and accountability.**
- **All employees responsible for activities related to Vendor Disbursements have been educated and certified as to internal control standards and procedures.**
- **Handbook acknowledgements and training checklists are maintained to document communication.**

15. Mgt externally communicates the necessary quality information to achieve the entity's objectives.

- **All expenses are reported in the Annual Financial Report submitted through the Gateway system.**
- **The Library Board receives a Voucher List and a Financial Statement at their monthly board meeting that shows all Vendor Disbursements. These monthly reports are available to the public upon request.**
- **Public requests for information are logged.**
- **The certification of training of internal control standards and procedures is maintained for audit.**
- **Control deficiencies identified in an external audit are addressed in a corrective action plan.**
- **Emails to state agencies such as State Board of Accounts and Department of Local Government Finance are archived.**
- **All invoices, contracts, supportive documentation, and voucher lists are maintained for audit.**
- **The library adheres to the County/Local General Retention Schedule and the Public Library Retention Schedule.**
- **Reports are cross checked for accuracy, relevancy, and timeliness of information.**

Monitoring Activities:

16. Mgt establishes and operates monitoring activities to monitor the internal control system and evaluate the results.

- **Managers will monitor their staff's adherence to internal control procedures in regard to activities related to Vendor Disbursement.**
- **Business Manager will continually verify that the mileage claim forms and accounts payable vouchers are being signed by supervisors.**
- **Business Manager will continually verify that no tax is paid except in the case of travel expenses.**
- **Director and Business Manager will continually verify that the responsibilities for ordering and receiving items for the library will be segregated.**

Unit Name: Jasper County Public Library
Accounting Area: **Vendor Disbursements**
Created: 10/20/16
Adopted: 11/13/17
Revised: 11/11/19

- **Director will continually verify that the responsibility for preparing the voucher list and the responsibility for reviewing it for accuracy will be segregated.**
- **On a quarterly basis the Library Director will verify that the list of checks has been uploaded to the bank.**
- **Director will continually verify that the Board Treasurer is randomly and periodically reviewing the voucher list, invoices, contracts, and supportive documentation.**
- **Supervisors will verify in annual performance reviews that their employees have been trained on internal control policies and procedures and that employees are adhering to internal control policies and procedures.**
- **All monitoring activities must be documented by initial and date.**

17. Mgt remediates identified internal control deficiencies on a timely basis.

- **Violations or deficiencies will be reported to Management or the Library Board immediately, as is appropriate.**
- **Appropriate action, either training, disciplinary, or termination will be adequately documented.**
- **Audit deficiencies will be addressed in a corrective action plan and submitted to the State Board of Accounts. The Library Board will be kept informed regarding corrective action.**

PEOPLE COUNT WEEK: WEEK OF OCTOBER 14-19, 2019

Year	Persons Entering Building			Materials Used			Copies Made for Patrons			CD-ROM/Internet/ OPAC Use			Directional Questions						Reference Questions					
													Phone			In-Person			Phone			In-Person		
	D	R	W	D	R	W	D	R	W	D	R	W	D	R	W	D	R	W	D	R	W	D	R	W
2019	1435	1531	900	324	301	51	105	208	11	247	254	72	182	85	85	481	109	287	129	178	22	355	278	119
2018	1265	1518	918	413	280	78	153	50	13	149	250	120	199	77	43	336	166	159	75	163	36	314	364	150
2017	1539	1829	996	191	241	101	54	52	4	206	342	132	220	130	97	420	116	167	119	128	28	399	283	88
2016	1467	2177	1257	193	229	65	140	50	5	669	1364	351	88	88	55	189	132	145	44	84	59	148	279	52
2015	1314	1657	1098	65	252	70	18	85	3	772	1150	401	101	105	66	213	160	138	46	121	19	140	311	56
2014	1306	2309	1080	87	218	170	19	11	7	641	1135	383	107	101	77	248	142	232	51	128	28	121	420	76
2013	1338	2044	1242	101	376	193	17	10	5	487	915	322	80	123	69	187	189	209	33	104	32	128	268	59

	D	R	W
Total number:			
2019	3258	2944	1547
2018	2904	2868	1517
2017	3148	3121	1613
2016	2938	4403	1989
2015	2669	3841	1851
2014	2580	4464	2053
2013	2371	4029	2131

Monthly Equivalents

REFERENCE QUESTIONS

	D	R	W
Telephone: Directional	788	368	368
Telephone: Reference	559	771	95
In-person: Directional	2083	472	1243
In-person: Reference	1537	1204	515
Total	4967	2815	2221
COPIES MADE FOR PATRONS	455	901	48

K65

Director's Report
October 2019

Consent Agenda:

You will be approving the minutes of the October Board meeting, bills, and financial reports.

Salary Ordinance Update: There were updates this month. Please see R7. **If you approve the Consent Agenda, you will approve the Salary Ordinance Update as presented.**

Policies for Review: Three policies are up for review in November – Materials Selection Policy, Circulation Policy, and Indemnification Policy. No revisions are recommended for Materials Selection or Indemnification. Revisions are recommended for the Circulation Policy. We have stricken Computer Software (in house use only) because this is no longer needed. We removed language regarding short term loans because we have found that teachers no longer make use of this option. We are removing equipment and peripherals from our fee list because the specific prices for these items change from time to time. Instead we recommend that the Business Manager maintain a current price list for these items to be made available to public service staff who works with these matters. We also recommend removing a few items from the list 'where the original cost of an item cannot be determined' because this information is included in our cataloging records. Lastly patrons no longer request transparencies so we recommend removing it from our list of fees. Please see R 10. **If you approve the Consent Agenda items, you will approve revising the Circulation Policy as presented.**

General Business:

Technical Services Librarian & Systems Administrator Annual Reports: Rebecca Amalong and Sheila Maxwell will present their annual reports at the November Board meeting.

Health Insurance Renewal: We have received our health and life insurance renewal information. We did budget for a 15% increase in health insurance costs for our 2020 budget. The cost for our current health insurance plan has gone up 11.9% Coverage did not change. Rates for life insurance increased slightly (30 cents per employee per month). We have reviewed the renewal information and recommend that you approve our continuing with our current plans for health and life insurance. A board vote is required.

Dental and Vision Insurance Renewal: These are on a rate hold this year. Coverage and cost remain the same. We recommend that you approve our continuing with our current plans for dental and vision insurance. A board vote is required.

Long Range Plan 2020-2024 Adoption: Our Long Range Plan 2020-2024 is ready for adoption. It has been written in consideration of expressed community needs and the results of our User/Non User Survey. It contains all of the elements required by Indiana Standards and will be a very good guiding light for our next five years. Please see R 14. A board vote is required to adopt the plan.

Adoption of Revised Internal Controls Standards and System: The Library Board is required to adopt Internal Control Standards and System. There are specific requirements for this work as named in the SBA's Uniform Internal Control Standards for Indiana Political Subdivisions. In a nutshell Management is responsible for design and implementation while the Board oversees and monitors the controls that are implemented. Rayann and I reviewed the standards and system in August and recommend some revisions. In the Bank Reconcilement, Financial Reporting, Library Credit Cards, Payroll, Receipt, and Vendor Disbursements areas, as a control activity we have stated that password sharing is prohibited; however, our accounting software works in such a way that we cannot follow this requirement. In this same area our system states that the accounting software tracks who is logged in and 'what they did'. Our accounting software does not track 'what they did' so we recommend striking this wording. In the Financial Reporting and Receipts Areas, as a monitoring activity, we recommend tweaking some of the Director responsibilities for the same reason - the accounting software does not track 'what they did'. In the Library Credit Card area, monitoring activities, we struck the language about Managers monitoring staff adherence to credit card activity. Our Business Manager does that monitoring. In the Vendor Disbursements area we have added check fraud as a risk assessment and added Positive Pay as a response. Control activities and monitoring activities in this area have been revised in consideration of the Positive Pay response. Please see R 27. A board vote is required to adopt the revised Internal Controls Standards & System.

2020 Slate of Officers: The Nominating Committee will present a slate of officers for 2020. Elections will be held at the December Board meeting.

Year-End Board Meeting: We need to establish a date/time for our year end board meeting. To allow the business office time to wrap up our final bill pay and year-end paperwork, we suggest holding the meeting on Thursday, December 26, 2019. What time shall we meet? Who is able to attend? We need at least 4 board members for a quorum.

Director's Report:

Lisa Shaull, Indiana State Board of Accounts Field Examiner, called October 23 to let me know that they would be conducting a remote review. We have scanned/emailed numerous documents to her and uploaded other items to the Gateway as requested. As of the writing of this report the review is ongoing. This is our first ever remote review, with the auditor offsite. In the past the auditor has worked at the library.

Julie Davidson, Rayann, and I attended A NILBA Workshop, 'Caucus the Good Idea' on October 29 at the Lake County Public Library. Janet joined us for the evening dinner and presentation, 'Library Political Literacy: Thriving, Interesting, Prosperous.' John Chrastka, Executive Director, Every Library taught us about the four types of constituents, how to frame messages to focus on how constituents listen, and how to apply techniques for positive legislative outcomes. We also learned methods and practices to achieve success when it comes to the complexities of funding, binding reviews, and politically amplifying library agendas. We were inspired, and some of what we learned has made its way into our new Long Range Plan draft.

On Sunday, November 3 Books to Bridge the Region, a reading initiative encompassing seven Northwest Indiana Counties, won the Indiana Library Federation (ILF) 2019 Collaboration Award at the ILF Annual Conference. On hand was our very own librarian, Linda Poortenga, representing Jasper County Public Library. We have been a partner in this initiative for more than 10 years! It is just another way that we inform, enrich, and empower our diverse community.

Our Summer Reading theme for 2020 will be "Imagine Your Story".

In October we did our annual People Count. One week each year we count the number of people who enter our buildings and the services they use. A summary of our count is included in your packet. Please see R 65.

System Administrator News

Sheila worked on a variety of server issues and miscellaneous items this month. She prepared the Technology Assessment and Equipment Replacement summary for our new Long Range Plan at my request. She met with Colleen at ENA regarding e-rate for 2020 and new services update. She sent information to Pam at MCLS regarding hardware, software, and databases we use at JCPL. This will help with our Digital Literacy project early next year. She finished end of year purchasing and participated in an online conference, Library 2.0 2019 Emerging Technology.

Technical Services News

Becky reports, "Volunteers from all branches have come to help with processing in Tech. Services. This has worked well to keep us from getting behind in processing. I also think it has helped for others to see what we do, and for my staff to get to know folks from the branches better.Mary Molenaar and I attended TLCU in Salt Lake City, UT. We enjoyed the conference, and hearing about the new things they are working on. We also got to network with other libraries about their use of LS 5.x and other practices at various libraries."

DeMotte Library News

Shannon shares, "Homeschool Adventure was not Halloween related. Instead, we did activities related to Brazil. We made Carnival masks and looked at pictures of the Rio parade. The kids also played Rainforest Detective to discover which layer of the rainforest their items belonged in. Then, they taped the items in that layer. After the program, I put all the layers together, so that visitors to the library can see what the kids did in their program. It's quite impressive and everyone had a lot of fun. There were many compliments from parents after the program. The theme for this month's preschool visit was monsters. We read two stories, which all the kids really enjoyed. Our activity was 'If You're a Monster and You Know It' which elicited many giggles. It was a great activity to get the kids listening, because each verse had a different motion. It was such a big hit that at each preschool one or two kids continued to sing 'If you're happy and you know it just say boo' while we colored our monster masks. There were some really great visits this month. I always love when the kids come into the library the same day I visit because they get so excited to see me there, saying 'Hey, you were at my school today!!'."

Rensselaer Library News

Linda reports, "At the beginning of the month, our newest lighted display case arrived for locked and attractive storage of our Playaways/views and Launchpad items. Based on survey responses, we have swapped out large study carrels for smaller desks and a table already in the library system. This was done to improve mobility for wheelchairs in our spaces. Dan installed foot Kik plates to open the public restroom doors without grasping a handle. Dan continues to work on removing our abundance of weeds. Dan relocated the staff door bell buzzer to the wall outside of Tech Services so that it would be easier for staff to hear when they need to let someone in between 8-4. It works! Dan will be installing new Handicap signs and posts to replace the ones that have been vandalized. Cliff Havens presented well attended Medicare 101 sessions, and we have Sandy LaNoue, a SHIP volunteer, using our meeting spaces to assist our senior community evaluate their Medicare supplement plans."

Wheatfield Library News

Evie reports, "Rachael and Nikki were busy in the children's department. They offered a four-week Lapsit Story Time session, Teen-tober with a drawing and program, book discussion for grades 2-5, the After School Program, Halloween Toddler Time and Story Time, teen book discussion, and Maker Monday. Rachael also visited the Wheatfield Elementary for their Latch-Key program one afternoon and read to a couple of classes another day. Mrs. Hamstra's 1st grade visited the library for their Community Walk through town and Rachael showed them how things work around here. Throughout the month, kids were invited to color owls to put on the display wall in the children's department, and all patrons were invited to guess how many Halloween trinkets were in a canister for a chance to win a prize (the canister of toys and a small DQ gift card). Rachael also attended the Children's Counterparts meeting, as well as a Reader's Advisory for youth program hosted by the Indiana State Library."

Please contact me if you are unable to attend the November Board meeting or if you have any questions about materials in your packet.-Patty

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JCPL FINANCIAL STATEMENT
October 31, 2019

	Beginning 2019 Balance	Current Month Disbursements	Y-T-D Disbursements	Current Month Receipts	Y-T-D Receipts	Ending Balance
Operating Fund	$769,507.09	$208,157.97	$1,928,622.21	$75,439.12	$1,555,136.15	$396,021.03
Public Library Access Card Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Gift Fund	$19,919.87	$176.71	$19,245.11	$450.00	$17,074.68	$17,749.44
DeMotte	$5,295.26	$50.65	$4,752.40	$100.00	$5,913.03	$6,455.89
Rensselaer	$11,498.67	$83.18	$10,087.87	$120.00	$7,598.89	$9,009.69
Wheatfield	$3,125.94	$42.88	$4,404.84	$230.00	$3,562.76	$2,283.86
Library Improvement Reserve Fund	$231,768.60	$0.00	$0.00	$19.70	$193.10	$231,961.70
Bond & Interest Redemption Fund	$3,142.90	$0.00	$0.00	$0.00	$0.00	$3,142.90
Rainy Day Fund	$2,249,509.13	$1,717.32	$14,733.54	$3,340.61	$39,535.65	$2,274,311.24
Includes Investments of: $2,090,590.80						
State Technology Fund Grant Fund	$0.00	$1,782.00	$17,820.00	$0.00	$20,244.00	$2,424.00
Capital Projects Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Includes Investments of:						
Host/Hospitality Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Levy Excess Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Sales Tax	$220.62	$0.00	$198.89	$17.68	$122.97	$144.70
Construction Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Petty Cash Funds	$120.00	$0.00	$0.00	$0.00	$0.00	$120.00
Cash Change Fund	$150.00	$0.00	$0.00	$0.00	$0.00	$150.00
Insurance Refund Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Insurance Settlement Fund	$0.00	$0.00	$6,766.67	$0.00	$6,766.67	$0.00
Payroll Withholding Accts.						
FIT Tax Collected	$0.00	$7,209.88	$72,367.93	$7,209.88	$72,367.93	$0.00
FICA Tax Collected	$0.00	$8,087.61	$80,792.47	$8,087.61	$80,792.47	$0.00
State Tax Collected	$0.00	$3,632.66	$36,203.83	$3,632.66	$36,203.83	$0.00
County Tax Collected	$0.00	$2,852.95	$28,391.20	$2,852.95	$28,391.20	$0.00
Deferred Comp.	$0.00	$2,840.00	$28,400.00	$2,840.00	$28,400.00	$0.00
#125 Pre-tax Plan	$48.16	$3,924.26	$35,394.78	$3,536.43	$35,287.49	($59.13)
Employee Life Insur.	$0.88	$243.95	$2,451.50	$243.96	$2,450.60	($0.02)
Employee INPRS	$0.00	$3,297.71	$33,142.39	$3,297.71	$33,142.39	$0.00
Garnishments	$23.47	$0.00	$574.37	$0.00	$550.90	$0.00
Credit Union	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
EIC	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
TOTAL ALL FUNDS....................	$3,274,410.72	$243,923.02	$2,305,104.89	$110,968.31	$1,956,660.03	$2,925,965.86

F2

Bank Balances

Jasper County Public Library

Report as of: **10/31/19**

	Bank	
1	Alliance Bank	$835,105.06
2	Cash On Hand	$270.00
3	IN-02-0225-0001 TrustINdiana	$2,090,590.80
	Total all banks =	**$2,925,965.86**

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

OPEN INVESTMENTS:

Renewal Date	CD/ACCT #	Issued By	Terms	Principal	%-Interest	Fund	Date Invested	Interest Earned	Comments
	IN-02-0225-0001	TrustINdiana	N/A	$2,000,000.00		Rainy Day	05/15/17	$4,142.20	Jan-19
								$3,803.93	Feb-19
								$4,229.44	Mar-19
								$4,082.24	Apr-19
								$4,203.53	May-19
								$4,042.03	Jun-19
								$4,082.78	Jul-19
								$3,869.08	Aug-19
								$3,594.96	Sep-19
								$3,324.91	Oct-19

CLOSED INVESTMENTS:

TOTAL INTEREST EARNED: **$39,375.10**

F2.1

Appropriation Report for 100OPERATING FUND

Jasper County Public Library

Report Date: From **10/01/19** *To* **10/31/19**

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent*
1. Personal Services							
1.11 SALARY OF LIBRARIAN	$77,251.00	$0.00	$77,251.00	$6,437.60	$64,282.40	$12,968.60	16.8
1.12 SALARY OF ASSISTANTS	$1,153,291.00	$0.00	$1,153,291.00	$94,559.00	$947,896.10	$205,394.90	17.8
1.13 WAGES OF JANITORS	$95,314.00	$0.00	$95,314.00	$7,637.73	$73,115.50	$22,198.50	23.3
1.21 EMPLOYER'S SHARE-FICA	$101,428.00	$0.00	$101,428.00	$8,087.61	$80,792.47	$20,635.53	20.3
1.22 UNEMPLOYMENT COMPENSATION	$2,482.00	$0.00	$2,482.00	$0.00	$2,411.44	$70.56	2.8
1.23 EMPLOYER'S CONTRIB.- PERF	$117,580.00	$0.00	$117,580.00	$9,670.78	$97,476.29	$20,103.71	17.1
1.24 EMPLOYER'S CONTRIB.- INS.	$169,655.00	$0.00	$169,655.00	$12,560.82	$108,474.08	$61,180.92	36.1
Subtotal	*$1,717,001.00*		$1,717,001.00	$138,953.54	$1,374,448.28	$342,552.72	20.0
2. Supplies							
2.11 OFFICIAL RECORDS	$500.00	$0.00	$500.00	$0.00	$0.00	$500.00	100.0
2.12 STATIONERY AND PRINTING	$1,000.00	$0.00	$1,000.00	$0.00	$0.00	$1,000.00	100.0
2.13 OTHER OFFICE SUPPLIES	$8,000.00	$0.00	$8,000.00	$932.82	$5,409.01	$2,590.99	32.4
2.21 CLEANING & SANITATION SUPPLIES	$6,500.00	$0.00	$6,500.00	$315.10	$4,933.58	$1,566.42	24.1
2.23 OTHER OPERATING SUPPLIES	$6,000.00	$0.00	$6,000.00	$110.32	$3,343.14	$2,656.86	44.3
2.31 BUILDING MATERIALS & SUPPLIES	$2,000.00	$0.00	$2,000.00	$0.00	$152.53	$1,847.47	92.4
2.32 PAINT AND PAINTING SUPPLIES	$400.00	$0.00	$400.00	$0.00	$229.61	$170.39	42.6
2.33 REPAIR PARTS	$1,000.00	$0.00	$1,000.00	$0.00	$520.62	$479.38	47.9
2.41 LIBRARY SUPPLIES	$17,400.00	$0.00	$17,400.00	$1,067.62	$13,601.43	$3,798.57	21.8
2.42 MARKETING SUPPLIES	$100.00	$0.00	$100.00	$0.00	$100.00	$0.00	0.0
Subtotal	*$42,900.00*		$42,900.00	$2,425.86	$28,289.92	$14,610.08	34.1

3. Other Services and Charge

F3a

F36

Account #	Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
3.13	LEGAL SERVICES	$7,000.00	$0.00	$7,000.00	$1,591.00	$4,201.00	$2,799.00	40.0
3.14	OTHER PROFESSIONAL SERVICES	$16,500.00	$0.00	$16,500.00	$46.00	$3,735.51	$12,764.49	77.4
3.145	DATABASES & LICENSING SERVICES	$25,034.00	$0.00	$25,034.00	$0.00	$18,347.42	$6,686.58	26.7
3.146	E-BOOKS SERVICES	$31,500.00	$0.00	$31,500.00	$0.00	$17,440.16	$14,059.84	44.6
3.147	APPS	$100.00	$0.00	$100.00	$0.00	$2.99	$97.01	97.0
3.21	TELEPHONE	$12,000.00	$0.00	$12,000.00	$1,135.62	$10,508.83	$1,491.17	12.4
3.22	POSTAGE	$2,500.00	$0.00	$2,500.00	$0.00	$2,194.37	$305.63	12.2
3.23	MILEAGE	$20,000.00	$0.00	$20,000.00	$2,765.38	$15,549.08	$4,450.92	22.3
3.24	PROFESSIONAL MEETINGS	$12,000.00	$0.00	$12,000.00	$741.98	$6,352.35	$5,647.65	47.1
3.25	FREIGHT	$1,800.00	$0.00	$1,800.00	$133.98	$1,345.75	$454.25	25.2
3.26	NETWORKING	$86,400.00	$0.00	$86,400.00	$1,178.62	$9,411.12	$76,988.88	89.1
3.31	ADVERTISING & PUBLIC NOTICES	$800.00	$0.00	$800.00	$20.00	$559.04	$240.96	30.1
3.33	MARKETING ADVERTISING	$2,500.00	$0.00	$2,500.00	$0.00	$2,350.90	$149.10	6.0
3.41	OFFICIAL BONDS	$500.00	$0.00	$500.00	$0.00	$300.00	$200.00	40.0
3.42	OTHER INSURANCE	$30,000.00	$0.00	$30,000.00	$9,219.00	$26,471.00	$3,529.00	11.8
3.51	GAS	$25,000.00	$0.00	$25,000.00	$759.54	$15,260.35	$9,739.65	39.0
3.52	ELECTRICITY	$110,000.00	$0.00	$110,000.00	$8,587.30	$78,588.32	$31,411.68	28.6
3.53	WATER	$4,000.00	$0.00	$4,000.00	$279.25	$2,648.12	$1,351.88	33.8
3.54	WASTE DISPOSAL SERVICES	$8,000.00	$0.00	$8,000.00	$569.30	$6,133.61	$1,866.39	23.3
3.61	BUILDING & STRUCTURES	$118,270.00	$0.00	$118,270.00	$7,790.28	$46,968.92	$71,301.08	60.3
3.62	EQUIPMENT REPAIRS	$2,000.00	$0.00	$2,000.00	$0.00	$290.90	$1,709.10	85.5
3.72	EQUIPMENT RENTALS	$300.00	$0.00	$300.00	$12.45	$273.50	$26.50	8.8
3.91	DUES	$2,000.00	$0.00	$2,000.00	$190.00	$2,362.18	($362.18)	-18.1
3.93	TAXES & ASSESSMENTS	$300.00	$0.00	$300.00	$0.00	$336.00	($36.00)	-12.0
3.94	TRANSFER TO LIRF	$50,000.00	$0.00	$50,000.00	$0.00	$0.00	$50,000.00	100.0
3.95	BOOK REIMBURSEMENT	$200.00	$0.00	$200.00	$24.99	$33.98	$166.02	83.0

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent*
3.96 PETTY CASH	$120.00	$0.00	$120.00	$0.00	$0.00	$120.00	100.0
3.98 MAINTENANCE/SERVICE CONTRACTS	$112,754.00	$0.00	$112,754.00	$10,664.36	$94,456.42	$18,297.58	16.2
Subtotal	*$681,578.00*		$681,578.00	$45,709.05	$366,121.82	$315,456.18	46.3
4. Capital Outlays							
4.4 FURNITURE & EQUIPMENT	$82,681.00	$0.00	$82,681.00	$2,376.34	$5,625.44	$77,055.56	93.2
4.51 BOOKS	$150,000.00	$0.00	$150,000.00	$9,198.24	$90,557.52	$59,442.48	39.6
4.52 PERIODICALS & NEWSPAPERS	$22,000.00	$0.00	$22,000.00	$3,015.23	$15,042.31	$6,957.69	31.6
4.53 NONPRINTED MATERIALS	$60,000.00	$0.00	$60,000.00	$6,479.71	$48,536.92	$11,463.08	19.1
Subtotal	*$314,681.00*		$314,681.00	$21,069.52	$159,762.19	$154,918.81	49.2
Grand Total	$2,756,160.00	$0.00	$2,756,160.00	$208,157.97	$1,928,622.21	$827,537.79	30.0

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

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Appropriation Report for 151RAINY DAY FUND

Jasper County Public Library

Report Date: From **10/01/19** *To* **10/31/19**

F3d

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent*
3. Other Services and Charge							
3.13 LEGAL SERVICES	$10,000.00	$0.00	$10,000.00	$0.00	$750.00	$9,250.00	92.5
3.14 OTHER PROFESSIONAL SERVICES	$50,000.00	$0.00	$50,000.00	$0.00	$3,829.50	$46,170.50	92.3
3.21 TELEPHONE	$0.00	$0.00	$0.00	$0.00	$6,074.70	($6,074.70)	#Div/0!
3.61 BUILDING & STRUCTURES	$100,000.00	$0.00	$100,000.00	$0.00	$1,000.00	$99,000.00	99.0
Subtotal	*$160,000.00*		$160,000.00	$0.00	$11,654.20	$148,345.80	92.7
4. Capital Outlays							
4.3 IMPROVEMENTS OTHER THAN BUILD.	$359,604.00	$0.00	$359,604.00	$0.00	$0.00	$359,604.00	100.0
4.4 FURNITURE & EQUIPMENT	$0.00	$0.00	$0.00	$1,717.32	$3,079.34	($3,079.34)	#Div/0!
Subtotal	*$359,604.00*		$359,604.00	$1,717.32	$3,079.34	$356,524.66	99.1
Grand Total	$519,604.00	$0.00	$519,604.00	$1,717.32	$14,733.54	$504,870.46	97.2

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

Appropriation Report for 155STATE TECHN.FUND GRANT

Jasper County Public Library

Report Date: From **10/01/19** *To* **10/31/19**

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent*
3. Other Services and Charge							
3.26 NETWORKING	$0.00	$0.00	$0.00	$1,782.00	$17,820.00	($17,820.00)	#Div/0!
Subtotal	*$0.00*		$0.00	$1,782.00	$17,820.00	($17,820.00)	#Div/0!
Grand Total	$0.00	$0.00	$0.00	$1,782.00	$17,820.00	($17,820.00)	#Div/0!

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

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Voucher List

Jasper County Public Library

Report Date: From **10/01/19** *To* **10/31/19**

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	696	PAYROLL	10/10/19	PAYROLL	$53,319.83
0	697	ALLIANCE BANK	10/10/19	Direct Deposit Fees - September 2019	$36.60
0	698	CHRISTINA SANDERS	10/10/19	Courier Mileage 9/16/19 -9/30/19 (Conf. #847)	$395.56
0	699	GREAT-WEST RETIREMENT S	10/10/19	Annuity Withheld 10/10/19 payroll (Conf. #849)	$1,420.00
0	700	INPRS fbo PERF	10/10/19	INPRS Contributions 10/10/19 Payroll	$6,322.06
0	701	IRS USA TAXPAYMENT	10/10/19	Federal Withholding, Medicare, & FICA withheld 10/10/19 Payroll & Ins. (Acknowledgement 44039729)	$11,408.31
0	702	TOWN OF DEMOTTE	10/10/19	DeM: Sewer & Water- September 2019 (conf# 846)	$168.90
0	703	TOWN OF WHEATFIELD	10/10/19	Wh: Sewer Service- October 2019 (Conf# 848)	$77.35
37166	704	AARON'S LAWN CARE	10/14/19	Dem, Rens, & Wh: Mowing & edging	$1,125.00
37167	705	ACE HARDWARE	10/14/19	Maintenance supplies	$47.73
37168	706	ALAN McPHERSON	10/14/19	Books	$41.90
37169	707	ANTHEM BLUE CROSS BLUE	10/14/19	Health Insurance premiums- October 2019/ Health Insurance premiums for Broussard - July, August, September & October 2019	$15,100.80
37170	708	ANTHEM LIFE	10/14/19	Life Insurance premiums- October 2019	$97.38
37171	709	BAKER & TAYLOR	10/14/19	Books, Continuations, AV, Auto. Yours	$9,809.96
37172	710	BAKER & TAYLOR ENTERTAIN	10/14/19	AV	$3,233.66
37173	711	BLUETARP FINANCIAL, INC	10/14/19	Screws	$12.65
37174	712	BRODART CO.	10/14/19	Inspirational labels	$16.44
37175	713	CARRIAGE PAPER PRODUCT	10/14/19	Thermal Paper Rolls	$158.30
37176	714	CENTURYLINK	10/14/19	DeM: Long distance service- September 2019	$16.12
37177	715	CENTURYLINK	10/14/19	Rens: Fax line service- October 2019	$56.65
37178	716	CI INSURANCE	10/14/19	Semi-annual premium for building insurance	$9,219.00
37179	717	CULBRETH'S LAWN & TREE L	10/14/19	WH: Removal of damaged tree and grind stump and back fill with dirt	$500.00
37180	718	DANIEL VAN BLAIRCOM	10/14/19	Mileage1/9 -7/9/19	$28.19
37181	719	DEBORAH KRISTOFF	10/14/19	Mileage 8/14 - 9/13/19/19	$345.68
37182	720	DEERWOOD GROUP LLC	10/14/19	Dem: Replaced countertops and side splashes in Women's public restrooms	$1,100.00
37183	721	DELTA DENTAL	10/14/19	Dental Insurance premiums- October 2019, Broussard August & September 2019 premiums	$635.60
37184	722	DEMCO	10/14/19	Angled Slatwall Book Holders, All Purpose Large Easels, Magbrowz small tray, Plastic sign holders Vertical and Horizontal, Anti-Static Spray, Clear Tape, Bilingual Classification Labels, High back Book pockets	$1,036.78
37185	723	ENA SERVICES LLC	10/14/19	Internet service forSeptember 2019	$1,782.00
37186	724	EVELYN S. PARRISH	10/14/19	Mileage 7/26 - 9/17/19	$358.44
37187	725	FAEGRE BAKER DANIELS LLP	10/14/19	Legal Assistance: Section 125 plan	$901.00
37188	726	GRAINGER	10/14/19	LED Lamp, Rechargeable Hand Lamp	$37.76
37189	727	HAMSTRA BUILDERS, INC.	10/14/19	WH: Caulked loose nail on roof	$195.00
37190	728	ICC BUSINESS PRODUCTS	10/14/19	Wood craft sticks, Swiffer Duster refills, Squeegee, Calendars, Calendar refills, Weekly Planners,	$121.85
37191	729	INDIANA GROCERY GROUP, L	10/14/19	DEM: Teen Program & Preschool Stem; Rens: Cook the book Adult Program	$58.45
37192	730	INDIANA WASTE SERVICE	10/14/19	DeM & Wh: Trash Pick-up, October 2019	$140.00
37193	731	JOHNSON CONTROLS FIRE P	10/14/19	Annual Fire Alarm Tests & Inspections	$2,529.27
37194	732	KROOSWYK PLUMBING, HEAT	10/14/19	Dem: Disconnect then Reinstall plumbing after new countertops installed in Woman's Public Restroom	$360.00
37195	733	LINDA THOMPSON	10/14/19	Mileage 9/24/19	$25.52
37196	734	KARI DORTHY BACHELDER	10/14/19	Refund	$24.99
37197	735	KROGER GARDIS & REGAS, L	10/14/19	Legal Assistance: Personnel & Section 125 Plan Matters	$120.00

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Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
37198	736	MIDWEST TAPE	10/14/19	AV	$1,107.52
37199	737	NANETTE SPEACHT	10/14/19	Mileage 4/29-9/25/18	$60.32
37200	738	NEILE TRAINOR	10/14/19	Mileage 7/3-9/25/19	$238.96
37201	739	NICKOLE HACHLICA	10/14/19	Mileage 10/1/19	$25.52
37202	740	NIMBO IP LLC	10/14/19	Monthly Managed Service Fee	$815.00
37203	741	NIPSCO	10/14/19	DeM & Wh: Gas & electric service	$5,237.25
37204	742	NITCO	10/14/19	DeM: Local Phone & Fax Service October 2019	$182.60
37205	743	PATTY STRINGFELLOW	10/14/19	Mileage 9/12-10/4/19	$172.84
37206	744	PEGGY MICHELIN	10/14/19	Mileage 5/16-9/20/19	$20.53
37207	745	PRECISION CONTROL SYSTE	10/14/19	DeM: HVAC inspection & repair, replaced expansion tanks	$1,218.28
37208	746	PROQUEST LLC	10/14/19	Microfilm	$920.92
37209	747	QUILL CORPORATION	10/14/19	Library, janitorial, & office supplies	$421.33
37210	748	RAINBOW BOOK COMPANY	10/14/19	Books	$697.97
37211	749	RELIABLE EXTERMINATORS, I	10/14/19	Rens: Exterior treatment	$152.00
37212	750	RENSSELAER CHAMBER OF C	10/14/19	2019 Luncheon Meeting - January, February, March, May, & June 2019	$50.00
37213	751	RENSSELAER ROTARY CLUB	10/14/19	3rd quarter 2019 dues	$190.00
37214	752	ROEING CORPORATION	10/14/19	Tech Maintenance Support - 4th Installment 2019	$7,500.00
37215	753	SHEILA BROUSSARD	10/14/19	Mileage: 5/14-10/1/19; Counterparts expenses	$642.24
37216	754	STEVE'S SPECIALIZED SERVI	10/14/19	Laundry	$46.00
37217	755	SUNRISE PACKAGING INC.	10/14/19	Audiobook cases	$546.04
37218	756	UNIQUE MANAGEMENT SERVI	10/14/19	Collections: Initial/Secondary Placements- September 2019	$107.40
37219	757	VISION SERVICE PLAN	10/14/19	Vision Insurance Premiums- October 2019	$167.02
37220	758	WAL-MART COMMUNITY/SYN	10/14/19	Stem Program Supplies, Janitorial Supplies	$40.00
37221	759	WESTCHESTER PUBLIC LIBR	10/14/19	October 29, 2019 NILBA Workshop & Dinner - 4 attendees	$160.00
37222	760	BUSINESS CARD	10/14/19	Signs, ARSL Conference Expenses, Display Case, Unbirthday Party Supplies, Anniversary Supplies, Rensselaer Childrens Supplies, Facebook Ad	$2,532.74
37223	761	CAROLYNN DeVRIES	10/14/19	Mileage 10/3-10/04/19	$34.80
37224	762	CULLIGAN WATER CONDITIO	10/14/19	Wh: Water Cooler Rental- October 2019, 5-gallon drinking water- 6	$59.45
37225	763	HP PRODUCTS CORPORATIO	10/14/19	Janitorial supplies	$383.81
37226	764	KAUFMAN SEAL COATING LLC	10/14/19	Wh: Sealcoating Parking Lot	$4,600.00
37227	765	KONE, INC.	10/14/19	DeM: Elevator maintenance agreement 10/1-12/31/19	$456.03
37228	766	KROGER GARDIS & REGAS, L	10/14/19	Legal Assistance: Personnel & FMLA Matters	$570.00
37229	767	MAGAZINE SUBSCRIPTION SE	10/14/19	Annual January - May Magazine Subscription Renewals	$3,053.20
37230	768	OFFICE DEPOT	10/14/19	Office, library, and janitorial supplies	$813.31
0	769	PAYROLL	10/25/19	PAYROLL	$55,314.50
0	770	AFLAC	10/25/19	Supplemental Insurance October 2019 (Conf #850)	$728.23
0	771	CENTURYLINK	10/25/19	Wh: Fax line October 2019 (Conf #852)	$65.25
0	772	CHRISTINA SANDERS	10/25/19	Courier Mileage 10/1/19 -10/15/19 (Conf. #851)	$323.64
0	773	GREAT-WEST RETIREMENT S	10/25/19	Annuity Withheld 10/25/19 payroll (Conf. #853)	$1,420.00
0	774	INDIANA DEPARTMENT OF RE	10/25/19	State & County Taxes withheld October 2019 Payrolls	$6,485.61
0	775	INPRS fbo PERF	10/25/19	INPRS Contributions 10/25/19 Payroll	$6,646.43
0	776	IRS USA TAXPAYMENT	10/25/19	Federal Withholding, Medicare, & FICA withheld 10/25/19 Payroll & Ins. (Acknowledgement 74328239)	$11,976.79
0	777	CITY OF RENSSELAER	10/25/19	RENS: Utilities 9/9/19 - 10/8/19 (Conf. #854)	$4,524.89
0	778	SPRINT	10/25/19	Hotspot Data Service 9/12/19 - 10/11/19 (Conf #855)	$1,178.62
37225	780	HP PRODUCTS CORPORATIO	10/31/19	Void Voucher# 763, Check# 37225. Check written for incorrect amount.	($383.81)
0	781	SQUARE, INC	10/31/19	Merchant Processing Fees- October 2019	$20.06
0	782	ALLIANCE BANK	10/31/19	Positive Pay Fee- October 2019	$15.00

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Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	**Total**
				Total Amount of Claims	**$243,923.02**

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Tuesday, November 05, 2019

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of $243,923.02

Date this__________day of ______________________,20______.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

F5a

JASPER COUNTY PUBLIC LIBRARY
Receipt Breakdown
October 31, 2019

	THIS MONTH	YEAR-TO-DATE	TOTAL RECEIPTS THIS MONTH	TOTAL RECEIPTS YEAR-TO-DATE
FINES & FEES:			$2,174.01	$24,260.08
DeMotte	$719.80	$7,433.81		
Rensselaer	$864.86	$10,537.44		
Wheatfield	$589.35	$6,288.83		
PHOTOCOPIES:			$933.40	$8,089.49
DeMotte	$380.55	$2,875.40		
Rensselaer	$411.20	$3,782.24		
Wheatfield	$141.65	$1,431.85		
INTEREST (Checking, Repurchase, CDs):			$42.96	$537.69
TAXES:			$72,036.21	$1,520,591.32
Property Tax	$0.00	$727,437.45		
LOIT	$17,903.55	$179,035.50		
License Excise Tax	$0.00	$62,533.84		
Financial Institution Tax	$0.00	$1,572.93		
CVET(Commercial Vehicle Excise)	$0.00	$8,685.00		
Local Option/Certified Shares	$0.00	$0.00		
Local Option/Property Tax Repl.	$0.00	$0.00		
LIT Certified Shares	$54,132.66	$541,326.60		
TAXABLE SALES:-			$2.54	$43.11
REFUNDS:			$250.00	$1,614.46
Rebates/Refund	$0.00	$53.40		
Insurance Claims/Reimbursements	$0.00	$0.00		
Meeting Room Rental	$250.00	$1,400.00		
Reimbursement	$0.00	$124.71		
Fixed Asset Sales	$0.00	$0.00		
Miscellaneous Receipts	$0.00	$36.35		
Interfund Transfer	$0.00	$0.00		
TOTAL OPERATING FUND RECEIPTS			**$75,439.12**	**$1,555,136.15**
PLAC FUND:			$0.00	$0.00
GIFT FUNDS:			$450.00	$17,074.68
DeMotte	$100.00	$5,913.03		
Rensselaer	$120.00	$7,598.89		
Wheatfield	$230.00	$3,562.76		
LIB. IMPROV. RESERVE FUND:			$19.70	$193.10
Interest Earned	$19.70	$193.10		
Transfer from OPERATING	$0.00	$0.00		
BOND & INTEREST REDEMPTION FUND:			$0.00	$0.00
Property Tax	$0.00	$0.00		
License Excise Tax	$0.00	$0.00		
Financial Institution Tax	$0.00	$0.00		
CVET(Commercial Vehicle Excise)	$0.00	$0.00		
Interfund Transfer	$0.00	$0.00		
RAINY DAY FUND:			$3,340.61	$39,535.65
Special CAGIT Distribution	$0.00	$0.00		
Special LOIT Distribution	$0.00	$0.00		
Interest Earned	$3,340.61	$39,535.65		
Interfund Transfer	$0.00	$0.00		
STATE TECHNOLOGY FUND GRANT FUND:-			$0.00	$20,244.00
HOST/HOSPITALITY FUND:			$0.00	$0.00
LEVY EXCESS FUND:			$0.00	$0.00
SALES TAX:			$17.68	$122.97
CASH CHANGE FUND			$0.00	$0.00
INSURANCE REFUND FUND:			$0.00	$0.00
Interfund Transfer	$0.00	$0.00		
INSURANCE SETTLEMENT FUND			$0.00	$6,766.67
SUB-TOTAL (page 1)			**$79,267.11**	**$1,639,073.22**

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WITHHOLDING ACCOUNT FUNDS:			$31,701.20	$317,586.81
FIT Tax Collected	$7,209.88	$72,367.93		
FICA Collected	$8,087.61	$80,792.47		
State Tax Collected	$3,632.66	$36,203.83		
County Tax Collected	$2,852.95	$28,391.20		
Deferred Comp Plan	$2,840.00	$28,400.00		
Pre-tax Insurance Plans	$3,536.43	$35,287.49		
Life Insurance	$243.96	$2,450.60		
INPRS	$3,297.71	$33,142.39		
Garnishments	$0.00	$550.90		
Credit Union	$0.00	$0.00		
TOTAL RECEIPTS - ALL FUNDS..			**$110,968.31**	**$1,956,660.03**

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Voucher List

Jasper County Public Library

Report Date: From **11/01/19** *To* **11/11/19**

Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	*Total*
0	783	PAYROLL	11/08/19	PAYROLL	$57,442.44
0	784	CHRISTINA SANDERS	11/08/19	Courier Mileage 10/16/19 -10/31/19 (Conf. #858)	$395.56
0	785	GREAT-WEST RETIREMENT S	11/08/19	Annuity Withheld 11/8/19 payroll (Conf. #859)	$1,420.00
0	786	INPRS fbo PERF	11/08/19	INPRS Contributions 11/8/19 Payroll	$6,811.30
0	787	IRS USA TAXPAYMENT	11/08/19	Federal Withholding, Medicare, & FICA withheld 11/8/19 Payroll & Ins. (Acknowledgement 51915188)	$12,375.58
0	788	TOWN OF DEMOTTE	11/08/19	DeM: Sewer & Water- October 2019 (conf# 856)	$168.90
0	789	TOWN OF WHEATFIELD	11/08/19	Wh: Sewer Service- November 2019 (Conf# 857)	$77.35
37231	790	AARON'S LAWN CARE	11/11/19	DeM, Rens, & Wh: Mowing & edging	$865.00
37232	791	ACE HARDWARE	11/11/19	Maintenance supplies, extension cords	$70.31
37233	792	ANTHEM BLUE CROSS BLUE	11/11/19	Health Insurance premiums- November 2019	$13,228.02
37234	793	ANTHEM LIFE	11/11/19	Life Insurance premiums- November 2019	$100.98
37235	794	BAKER & TAYLOR	11/11/19	Books, Continuations, AV, Auto. Yours	$14,166.37
37236	795	BAKER & TAYLOR ENTERTAIN	11/11/19	AV	$3,197.34
37237	796	BARCODES INC. LLC	11/11/19	Receipt printers, USB cables, scanners, stands	$1,728.20
37238	797	BLUETARP FINANCIAL, INC	11/11/19	Maintenance supplies	$36.34
37239	798	BUSINESS CARD	11/11/19	Professional meeting & conference expenses, library & office supplies, background check, facebook advertising	$952.08
37240	799	CARDINAL COPIER SOLUTION	11/11/19	DeMotte Staff Copier Maintenance 7/10/19 - 10/9/2019	$842.55
37241	800	CENTURYLINK	11/11/19	DeM: Long distance service- October 2019	$7.11
37242	801	CHICAGO TRIBUNE	11/11/19	DeM: Newspaper subscription Acct# 20468938	$364.00
37243	802	COMMONWEALTH TECHNOLO	11/11/19	Rens: staff copier quarterly service agreement	$749.89
37244	803	COUNTRYSIDE LANDSCAPIN	11/11/19	Wh: Winterization of irrigation system	$168.75
37245	804	CULBRETH'S LAWN & TREE L	11/11/19	Rens: Trimmed up low limbs on Hackberry tree	$350.00
37246	805	CULLIGAN WATER CONDITIO	11/11/19	Wh: Water Cooler Rental- November 2019, 5-gallon drinking water- 5	$51.95
37247	806	DEBORAH KRISTOFF	11/11/19	Mileage 9/17-10/15/19	$102.08
37248	807	DELTA DENTAL	11/11/19	Dental Insurance premiums- November 2019	$572.04
37249	808	DEMOTTE CHAMBER OF COM	11/11/19	"Tis the Season" Annual Social Mixer & Meeting registration- D. Kristoff	$35.00
37250	809	ENA SERVICES LLC	11/11/19	Internet service for October 2019	$1,782.00
37251	810	FERGUSON FACILITIES SUPP	11/11/19	Janitorial supplies	$304.67
37252	811	FINDAWAY WORLD, LLC	11/11/19	Playaway Launchpads & cases	$578.99
37253	812	JASPER COUNTY HISTORICAL	11/11/19	Vintage Views Issue #29	$10.00
37254	813	KIMBERLY HUNTER	11/11/19	Zentangle program supplies: Mileage 7/24-8/7/19	$7.94
37255	814	LINDA POORTENGA	11/11/19	Mileage 10/8-11/3/19	$222.72
37256	815	MIDWEST TAPE	11/11/19	AV	$3,325.32
37257	816	NIMBO IP LLC	11/11/19	Monthly Managed Service Fee	$815.00
37258	817	NIPSCO	11/11/19	DeM & Wh: Gas & electric service	$4,882.84
37259	818	NITCO	11/11/19	DeM: Local Phone & Fax Service November 2019	$136.13
37260	819	OLLIS BOOK CORPORATION	11/11/19	Books	$505.24
37261	820	PATTY EENIGENBURG	11/11/19	Mileage 10/22/19	$25.52
37262	821	PATTY STRINGFELLOW	11/11/19	Mileage 10/21-10/29/19	$69.02
37263	822	POSTMASTER	11/11/19	Stamps, pre-stamped postcards	$166.70
37264	823	PRECISION CONTROL SYSTE	11/11/19	Rens: Preventative Maintenance, HVAC repair	$1,784.85
37265	824	RACHAEL CAVINDER	11/11/19	Mileage 9/12-10/31/19	$89.32
37266	825	RACHEL KUHN	11/11/19	Mileage 11/4-11/5/19	$133.98
37267	826	REBECCA AMALONG	11/11/19	Mileage 4/2-10/16/19	$241.28
37268	827	THE LIBRARY CORPORATION	11/11/19	VRAY UV sterilizers	$711.94
37269	828	TODAY'S BUSINESS SOLUTIO	11/11/19	PrinterON service plan	$1,485.00

F6b

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
37270	829	TRUGREEN PROCESSING CE	11/11/19	DeM, Rens, & Wh: Lawn fertilization	$251.00
37271	830	UNIQUE MANAGEMENT SERVI	11/11/19	Collections: Initial/Secondary Placements- October 2019	$125.30
37272	831	VSP INSURANCE CO. (CT)	11/11/19	Vision Insurance Premiums- November 2019	$214.74
37273	832	WAL-MART COMMUNITY/SYN	11/11/19	Library & maintenance supplies, AV	$292.86
37274	833	WORLD BOOK INC.	11/11/19	Books	$229.00
37275	834	CENTURYLINK	11/11/19	Rens: Fax line service- November 2019	$56.65
37276	835	COMMONWEALTH TECHNOLO	11/11/19	Wh: staff copier service agreements	$349.45
37277	836	INDIANA GROCERY GROUP, L	11/11/19	Dem, Rens, & Wh: Staff Development Day Supplies	$152.43
37278	837	INDIANA WASTE SERVICE	11/11/19	DeM & Wh: Trash Pick-up, November 2019	$140.00
37279	838	MELISSA SMITH	11/11/19	Mileage 11/02/19: Genealogy DNA Conference	$108.46
37280	839	MIDWEST TAPE	11/11/19	Advance deposit on future Hoopla digital purchases	$3,000.00
37281	840	OVERDRIVE, INC.	11/11/19	Deposit on Consortium accounts for future content purchases	$4,625.00

Total Amount of Claims **$143,102.49**

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, November 11, 2019

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 2 **pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of** **$143,102.49**

Date this 11th **day of** November **,20** 19 **.**

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

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Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, December 9, 2019, 6pm
Rensselaer Public Library

Opening of Meeting	Moment of Silence
Approval of Consent Agenda & Consent Agenda Items	Action

Minutes of November Board Meeting
Bills/Financial Reports
Salary Ordinance Update
Workshop Request

General Business

DeMotte Parking Lot Project Update (R 12)	Information
Staff Development Day 2020 (R 13)	Action
2020 Salary Increase (R 13)	Action
Director Salary 2020 (R 13)	Action
Election of Officers (R 13)	Action
End of December Board Meeting (R 13)	Information
Oath of Office – Janet Umlauf (R 13)	Action

Director's Report (R 12-R 17) Information

Items for Future Agendas

Public Forum

Adjournment

MINUTES **November 11, 2019**
Jasper County Public Library Board of Trustees **Rensselaer Library**
6:00 PM

Present: Kevin Kaluf, Natalie Waling, Mark Heinig, Janelle Harper, Janet Umlauf, Patricia Stringfellow, Rebecca Amalong, Sheila Broussard
Absent: Kristie Housman, Julie Davidson

Agenda & Consent Agenda Approval: The Agenda and Consent Agenda items that included the October Board Meeting Minutes, bills/financial reports, updated September reports, Salary Ordinance update, Materials Selection Policy and Indemnification Policy review and Circulation Policy revisions were approved on a motion by M. Heinig and seconded by J. Harper. Motion passed.

Technical Services Librarian & Systems Administrator Annual Reports: Technical Services Librarian, Becky Amalong, reported that the Ten Day Challenge Workgroup was created with an eye to achieving and maintaining rapid turnaround time for all items purchased for JCPL. Tech Services continues to monitor their processes and turnaround time to reach these goals. Becky worked with Evie Parrish, Rayann Gilmore & Mary Molenaar to discuss and choose transparent book bags for the STEAM kits, getting together when all of the book bags came in to determine how we would package things, what information would be given to patrons to help them use the kits, and when we would consider a kit "unusable". She worked with TLC and our staff who process magazines to stop the use of the "Serials module" of TLC. This is part of what we need to do for the new version of TLC. This module was always a bit "klunky" to use. Now staff adds magazines directly into the circulation system, and staff is better able to see volume and date information for individual magazines which helps when putting a hold on a single issue. Becky participated in the "Lunch & Learn" program held by The Jasper Newton Foundation, attending the presentation titled "Is your organization ready for Millennials?" She once again attended TLCU, this year in Salt Lake City, Utah, with Mary Molenaar. They attended valuable sessions about the TLC products and other more general library topics. They were also able to network with other TLC users, and see how they use TLC in their libraries. Becky worked with Debbie Kristoff to organize the library booth at the Jasper County Fair. Throughout the year she contacted Baker & Taylor, TLC and SRCS to fix some glitches, or to implement changes in circulation rules. (fine amounts or check-out periods). She added new holdings codes in TLC for the following items: jEasy Readers non-fiction, jGraphic novel, jPlayaways and jLaunchpads, and Steam Kits.

Sheila Broussard, Systems Administrator, explained that she boosted ten programs so far this year on Facebook along with two posts promoting our User/Non User Survey. Facebook boosts help our posts get in front of a select audience for a pre-determined amount of time, typically ten days at a cost of $1 per day. We have implemented Microsoft Exchange Email Archiving in response to a federal law that nothing electronic that might be relevant for litigation can be deleted. There were many steps in the process but implementation was completed successfully in September. Sheila worked with Linda P., Headquarters Librarian, to create our User/Non User Survey in Survey Monkey with input from the Management team. We deployed the survey via Facebook, Instagram, email, library ipads, and our library website. Sheila compiled the system results and printed for the Director and provided results by branch for Branch Managers. Regarding internet browsers, Sheila deployed Chrome to all pcs. Internet Explorer is only getting security updates, no improvements anymore and in the last two years, we began to see many issues with Internet Explorer and websites patrons and staff visit regularly. We decided to deploy Chrome as the default browser on patron pcs and as an alternate browser for staff. Chrome isn't perfect so we have run into some issues, but the issues are much more intermittent as compared to Internet Explorer issues. The addition of our new patron copier/printer/scanner has significantly changed how printing works for patrons which had a big impact on staff. There were many steps to implementation and many staff were involved in the process. One of the most challenging steps was setting up thirty printer configurations per library so that patrons can print duplex on landscape and portrait with both long and short-edge orientation.

Health Insurance Renewal: We have received our health and life insurance renewal information. We did budget for a 15% increase in health insurance costs for our 2020 budget. The cost for our current health insurance plan has gone up 11.9% Coverage did not change. Rates for life insurance increased slightly (30 cents per employee per month). We have reviewed the renewal information and recommend that you approve our continuing with our current plans for health and life insurance. K. Kaluf moved to continue with the current health and life insurance plans, seconded by N. Waling. Motion passed.

Dental and Vision Insurance Renewal: These are on a rate hold this year. Coverage and cost remain the same. We recommend that you approve our continuing with our current plans for dental and vision insurance. J. Harper moved to continue with the current dental and vision insurance plans, seconded by K. Kaluf. Motion passed.

Long Range Plan 2020-2024 Adoption: Our Long Range Plan 2020-2024 is ready for adoption. It has been written in consideration of expressed community needs and the results of our User/Non User Survey. It contains all of the elements required by Indiana Standards and will be a very good guiding light for our next five years. N. Waling moved to adopt the Long Range Plan 2020-2024, seconded by M. Heinig. Motion passed.

Adoption of Revised Internal Controls Standards & System: The Library Board is required to adopt Internal Control Standards and System. There are specific requirements for this work as named in the SBA's Uniform Internal Control Standards for Indiana Political Subdivisions. In a nutshell Management is responsible for design and implementation while the Board oversees and monitors the controls that are implemented. The system has been reviewed and there are some recommended revisions. In the Bank Reconcilement, Financial Reporting, Library Credit Cards, Payroll, Receipt, and Vendor Disbursements areas, as a control activity we have stated that password sharing is prohibited; however, our accounting software works in such a way that we cannot follow this requirement. In this same area our system states that the accounting software tracks who is logged in and 'what they did'. Our accounting software does not track 'what they did' so we recommend striking this wording. In the Financial Reporting and Receipts Areas, as a monitoring activity, we recommend tweaking some of the Director responsibilities for the same reason - the accounting software does not track 'what they did'. In the Library Credit Card area, monitoring activities, we struck the language about Managers monitoring staff adherence to credit card activity. Our Business Manager does that monitoring. In the Vendor Disbursements area we have added check fraud as a risk assessment and added Positive Pay as a response. Control activities and monitoring activities in this area have been revised in consideration of the Positive Pay response. M. Heinig moved to adopt the Internal Control Standards and System revisions as presented, seconded by N. Waling. Motion passed.

2020 Slate of Officers: J. Umlauf presented the nominees for the following 2020 offices: K. Kaluf, President; N. Waling, Vice-President; K. Housman, Secretary; M. Heinig, Treasurer; and J. Harper, Assistant Treasurer. The board will vote on the new slate at the December meeting.

Year-End Board Meeting: The year-end meeting to approve final bills, transfers and encumbrances for the year is tentatively scheduled for Thursday, Dec. 26th, at 8:30 AM with J. Umlauf and K. Kaluf attending. We need at least 4 board members for a quorum.

Director's Report: Lisa Shaull, Indiana State Board of Accounts Field Examiner, called October 23 to let P. Stringfellow know that she would be conducting a remote review (audit). We have scanned/emailed numerous documents to her and uploaded other items to the Gateway as requested. L. Shaull reported to P. Stringfellow on November 6 via email that the engagement has been sent for review and that she was waiting on the clear to exit from her audit manager. She did not believe they would need any other documentation except for a form for director and board president to sign to authorize the exit. Julie Davidson, Rayann, and I attended A NILBA Workshop, 'Caucus the Good Idea' on October 29 at the Lake County Public Library. Janet joined us for the evening dinner and presentation, 'Library Political Literacy: Thriving, Interesting, Prosperous.' John Chrastka, Executive Director, Every Library taught us about the four types of constituents, how to frame messages to focus on how constituents listen, and how to apply techniques for positive legislative outcomes. We also learned methods and practices to achieve success when it comes to the complexities of funding, binding reviews, and politically amplifying library agendas. Janet shared that she was surprised to learn that other states are looking at HEA 1343, adopted by Indiana Legislators earlier this year, considering something similar for their state. P. Stringfellow shared that staff are grieving the loss of staff member, Cindy Smith, who passed away October 18. Her family requested that memorial contributions be made in Cindy's memory to the Rensselaer Friends of the Library. Cindy will be greatly missed.

Adjournment: With no further matters for discussion, J. Umlauf adjourned the meeting at 7:04 PM.

Janelle Harper

Janelle Harper, Secretary Pro Tem

Janet Umlauf

Attest: Janet Umlauf, President

CIRCULATION BY HOLDINGS CODE
November 2019

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	0	0	0	0
Award Winner JE (DAJE)	0	0	0	0
Award Winner JFIC (DAJFIC)	20	0	1	21
Award Winner JNF (DAJNF)	0	0	0	0
Award Winner JPFIC (DAJBPF)	0	0	0	0
Award Winning fiction (DAWFIC)	0	0	0	0
Award Winning non-fiction (DAWN	0	0	0	0
Award Winner YAFIC (DAYAF)	0	0	0	0
Award Winner YAPFIC (DAYPBF)	0	0	0	0
Biography (DBIO)	42	4	0	46
Blu-Ray (DBR)	251	5	2	258
Books on CD (DBKCD)	47	4	3	54
Books on Tape (DBKT)	0	0	0	0
Compact Disc (DCD)	45	0	2	47
Digital Audiobooks (DDA)	26	0	1	27
DVD (DDVD)	1556	72	52	1680
Equipment (DEQP)	11	0	0	11
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	0	0	0	0
Fiction (DFIC)	415	23	15	453
Fiction Fantasy (DFICF)	3	0	0	3
Fiction Inspirational (DFICI)	6	0	0	6
Fiction Mystery (DFICM)	69	3	1	73
Fiction New (DFICNEW)	503	10	16	529
Fiction Science Fiction (DFICSF)	9	0	1	10
Fiction Western (DFICW)	2	2	0	4
Genealogy (DGENE)	0	0	0	0
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	77	2	3	82
Hanging Bags (DHANG)	8	0	2	10
Hotspots (DWIFI)	1	29	6	36
ILL (DILL)	7	0	0	7
Internet (DINTER)	431	0	0	431
Juv. Audio book (DJAUDB)	39	0	1	40
Juv. Biography (DJBIO)	38	0	2	40
Juv. Book on CD (DJBKCD	0	0	0	0
Juv. Book on Tape (DJBKT)	0	0	0	0
Juv. Compact Disc (DJCD)	19	0	0	19
Juv. Digital Device (DJDDP)	16	0	0	16
Juvenile Easy (DJE)	723	7	18	748
Juv. Easy Non-fiction (DJENF)	50	0	1	51
Juv. Easy Reader (DJER)	367	1	3	371
Juv. Easy Reader NF (DJERN)	16	0	0	16
Juv. Fiction (DJFIC)	541	10	10	561
Juv. Graphic Novel (DJGN)	26	1	0	27
Juv. Holiday books (DJHOL)	114	5	7	126
Juv. Magazine (DJMAG)	18	0	0	18
Juv. Music Cassette (DJMC)	0	0	0	0
Juv. Nonfiction (DJNF)	233	16	3	252

Juv. Nonfic Text Bk (DJNFTB)	0	0	0	0
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	0	0	0
Juv. Reference (DJREF)	0	0	0	0
Juv. Toddler (DJTOD)	160	1	1	162
Large Print Fiction (DLPF)	121	16	6	143
Large Print Inspirational (DLPI)	0	0	0	0
Large Print Mystery (DLPM)	0	0	0	0
Large Print New (DLPN)	102	11	8	121
Large Print Nonfic (DLPNF)	9	1	0	10
Large Print Western (DLPW)	1	0	0	1
Magazine (DMAG)	295	0	0	295
Music Cassette (DMCAS)	0	0	0	0
Nonfiction 000 (DNF000)	2	3	0	5
Nonfiction 100 (DNF100)	15	2	1	18
Nonfiction 200 (DNF200)	10	1	0	11
Nonfiction 300 (DNF300)	35	1	1	37
Nonfiction 400 (DNF400)	4	1	0	5
Nonfiction 500 (DNF500)	5	1	0	6
Nonfiction 600 (DNF600)	69	7	8	84
Nonfiction 700 (DNF700)	33	8	0	41
Nonfiction 800 (DNF800)	13	2	0	15
Nonfiction 900 (DNF900)	43	5	1	49
Nonfiction Blu-Ray (DNFBR)	2	0	0	2
Nonfiction DVD (DNFDVD)	43	1	2	46
Nonfiction (DNFIC)	4	0	1	5
Nonfiction New (DNFNEW)	143	14	9	166
Nonfiction VHS (DNFVHS)	0	0	0	0
Oversize (DOVER)	0	0	0	0
Professional Coll. (DPROF)	0	0	0	0
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	0	0	0	0
Playaway View (DVIEW)	0	0	0	0
Reference (DREF)	0	0	1	1
Ref. Magazine (DRMAG)	0	0	0	0
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	0	5	0	5
Software (DSWAR)	0	0	0	0
SRCS (SRCS) DeMotte	0	0	0	0
SRCS (From other libraries ILL-SR	3	105	1	109
SRCS (SRCSW) Wheatfield	0	0	0	0
STEAM Kits (DSTEAM)	11	0	0	11
Vertical File (DVF)	0	0	0	0
VHS (DVHS)	0	0	0	0
YA Audio book (DYAUDB)	0	0	0	0
YA Biography (DYAB)	0	0	0	0
YA Books on CD (DYABKCD)	0	0	0	0
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	60	2	2	64
YA Music CD (DYACD)	0	0	0	0
YA Nonfiction (DYANF)	7	2	0	9
YA Paperback Fic (DYAPBF)	0	0	0	0
Storage (DZSTO)	0	1	0	1
Award Winner JBIO (RAJBIO)	0	0	0	0

Award Winner JE (RAJE)	0	0	0	0
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	4	23	1	28
Blu-Ray (RBR)	26	583	7	616
Books on CD (RBKCD)	4	77	2	83
Books on Tape (RBKT)	0	0	0	0
Compact Disc (RCD)	9	106	3	118
Digital Audiobooks (RDA)	0	13	0	13
DVD (RDVD)	77	2307	52	2436
Equipment (REQP)	0	7	0	7
See librarian (RERR)	0	0	0	0
Express Book (REXP)	0	0	0	0
Fiction (RFIC)	28	406	7	441
Fiction Inspirational (RFICI)	0	0	0	0
Fiction New (RFICNEW)	24	295	12	331
Genealogy (RGENE)	0	0	0	0
Genealogy Mag (RGMAG)	0	0	0	0
Gen. Milroy Coll (RGMIL)	0	0	0	0
Graphic Novels (RGN)	11	99	3	113
Hanging Bag (RHANG)	1	3	0	4
Hotspots (RWIFI)	2	36	2	40
ILL (RILL)	0	18	0	18
Internet (RINTER)	0	571	0	571
Juv. Audio book (RJAUDB)	1	11	2	14
Juv. Biography (RJBIO)	4	19	0	23
Juv. Book on CD (RJBKCD)	0	0	0	0
Juv. Book on Tape (RJBKT)	0	0	0	0
Juv. Compact Disc (RJCD)	9	15	0	24
Juv. Digital Device (RJDDP)	0	8	0	8
Juvenile Easy (RJE)	25	448	16	489
Juv. Easy Non-fiction (RJENF)	3	48	3	54
Juv. Easy Reader (RJER)	33	253	4	290
Juv. Easy Reader NF (RJERN)	0	7	1	8
Juv. Fiction (RJFIC)	9	377	7	393
Juv. Graphic Novel (RJGN)	1	20	1	22
Juv. Magazine (RJMAG)	0	0	0	0
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	13	197	9	219
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	0	0	0	0
Juv. Reference (RJREF)	0	0	0	0
Juv. Toddler (RJTOD)	0	82	0	82
Large Print Fiction (RLPF)	3	126	2	131
Large Print Inspirational	0	0	0	0
Large Print Mystery (RLPM)	0	0	0	0
Large Print New (RLPN)	2	105	3	110
Large Print Nonfic (RLPNF)	2	8	0	10
Large Print Western (RLPW)	0	0	0	0
Magazine (RMAG)	3	98	0	101
Music Cassette (RMCAS)	0	0	0	0
Non-Fiction 000 (RNF000)	0	16	0	16
Non-Fiction 100 (RNF100)	5	10	0	15
Non-Fiction 200 (RNF200)	5	8	2	15
Non-Fiction 300 (RNF300)	6	42	3	51
Non-Fiction 400 (RNF400)	0	0	0	0

Non-Fiction 500 (RNF500)	5	17	0	22
Non-Fiction 600 (RNF600)	19	136	13	168
Non-Fiction 700 (RNF700)	0	34	0	34
Non-Fiction 800 (RNF800)	2	4	0	6
Non-Fiction 900 (RNF900)	4	20	3	27
Nonfiction Blu-Ray (RNFBR)	2	7	0	9
Nonfiction DVD (RNFDVD)	7	128	3	138
Nonfiction (RNFIC)	0	0	0	0
Nonfiction New (RNFNEW)	26	163	16	205
Nonfiction VHS (RNFVHS)	0	0	0	0
Oversize (ROVER)	0	0	1	1
Playaway View (RVIEW)	0	7	0	7
Professional Coll. (RPRO)	0	2	0	2
Reference (REF)	0	0	0	0
Reference Business (RREFB)	0	0	0	0
Ref. Magazine (RRMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	0	5	0	5
Software (RSWAR)	0	1	0	1
SRCS (SRCS) DeMotte	40	12	0	52
SRCS (From other libraries ILL-SR	0	0	0	0
SRCS (SRCSW) Wheatfield	3	2	34	39
STEAM Kits (RSTEAM)	1	0	0	1
Vertical File (RVF)	0	0	0	0
VHS (RVHS)	0	0	0	0
YA Audio book (RYAUDB)	0	1	0	1
YA Biography (RYAB)	0	1	0	1
YA Books on CD (RYABKCD)	0	0	0	0
YA Books on Tape (RYABKT)	0	0	0	0
YA Fiction (RYAF)	1	36	4	41
YA Music CD (RYACD)	0	17	1	18
YA Nonfiction (RYANF)	1	14	0	15
YA Paperback Fic (RYAPBF)	0	0	0	0
Storage (RZSTO)	0	0	0	0

Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	2	0	10	12
Blu-Ray (WBR)	8	12	358	378
Books on CD (WBKCD)	9	7	58	74
Books on Tape (WBKT)	0	0	0	0
Compact Disc (WCD)	5	7	44	56
Digital Audiobooks (WDA)	0	0	9	9
DVD (WDVD)	57	48	1403	1508
Equipment (WEQP)	0	0	3	3
See librarian (WERR)	0	0	0	0
Express Book (WEXP)	0	0	0	0
Fiction (WFIC)	21	7	158	186
Fiction Fantasy (WFICF)	2	0	1	3
Fiction Inspirational (WFICI)	12	1	22	35
Fiction Mystery (WFICM)	2	1	58	61
Fiction New (WFICNEW)	39	14	140	193
Fiction Science Fiction (WFICSF)	0	0	5	5
Fiction Western (WFICW)	0	0	12	12
Genealogy (WGENE)	0	0	0	0

Genealogy Mag (WGMAG)	0	0	0	0
Graphic Novels (WGN)	14	6	29	49
Hanging Bags (WHANG)	0	0	3	3
Hotspots (WWIFI)	0	22	9	31
ILL (WILL)	7	0	10	17
Internet (WINTER)	0	0	216	216
Juv. Audio book (WJAUDB)	0	1	23	24
Juv. Biography (WJBIO)	1	1	2	4
Juv. Book on CD (WJBKCD)	0	0	0	0
Juv. Book on Tape (WJBKT)	0	0	0	0
Juv. Compact Disc (WJCD)	0	1	6	7
Juv. Digital Device (WJDDP)	0	0	4	4
Juvenile Easy (WJE)	53	13	430	496
Juv. Easy Non-fiction (WJENF)	1	0	48	49
Juv. Easy Reader (WJER)	7	0	201	208
Juv. Easy Reader NF (WJERN)	0	0	1	1
Juv. Fiction (WJFIC)	52	12	196	260
Juv. Graphic Novel (WJGN)	1	1	8	10
Juv. Magazine (WJMAG)	0	0	7	7
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	23	29	96	148
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	0	0
Juv. Toddler (WJTOD)	3	2	188	193
Large Print Fiction (WLPF)	12	10	54	76
Large Print Inspirational (WLPI)	1	0	3	4
Large Print Mystery (WLPM)	0	8	5	13
Large Print New (WLPN)	7	15	75	97
Large Print Nonfic (WLPNF)	0	0	7	7
Large Print Western (WLPW)	0	0	0	0
Magazine (WMAG)	4	0	81	85
Non-Fiction 000 (WNF000)	0	0	1	1
Non-Fiction 100 (WNF100)	3	1	7	11
Non-Fiction 200 (WNF200)	1	1	5	7
Non-Fiction 300 (WNF300)	7	0	13	20
Non-Fiction 400 (WNF400)	0	0	0	0
Non-Fiction 500 (WNF500)	1	0	4	5
Non-Fiction 600 (WNF600)	10	13	29	52
Non-Fiction 700 (WNF700)	1	2	9	12
Non-Fiction 800 (WNF800)	0	0	3	3
Non-Fiction 900 (WNF900)	0	2	21	23
Nonfiction Blu-Ray (WNFBR)	0	0	2	2
Nonfiction DVD (WNFDVD)	2	4	118	124
Nonfiction (WNFIC)	0	0	0	0
Nonfiction New (WNFNEW)	10	5	45	60
Nonfiction VHS (WNFVHS)	0	0	0	0
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0
Playaway View (WVIEW)	0	0	4	4
Reference (WREF)	0	0	0	0
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	1	2	0	3

Software (WSWAR)	0	0	0	0
SRCS (SRCS) DeMotte	0	0	0	0
SRCS (From other libraries ILL-SR	0	0	0	0
SRCS (SRCSW) Wheatfield	0	0	0	0
STEAM Kits (WSTEAM)	0	0	1	1
Vertical file (WVF)	0	0	1	1
VHS (WVHS)	0	0	0	0
YA Biography (WYAB)	1	0	1	2
YA Books on CD (WYABKCD)	0	0	6	6
YA Books on Tape (WYABKT)	0	0	0	0
YA Fiction (WYAF)	9	0	69	78
YA Music CD (WYACD)	0	0	0	0
YA Nonfiction (WYANF)	0	0	4	4
YA Paperback Fic (WYAPBF)	0	0	0	0
Storage (WZSTO)	0	0	0	0
TOTAL	7729	7681	4735	20145

CIRCULATION BY HOLDINGS CODE
November 2019

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	0	0	0
Award Winner JE (AJE)	0	0	0	0
Award Winner JFIC (AJFIC)	20	0	1	21
Award Winner JNF (AJNF)	0	0	0	0
Award Winner JPFIC (AJPF)	0	0	0	0
Award Winning fiction (AWFIC)	0	0	0	0
Award Winning non-fiction (AWNF	0	0	0	0
Award Winner YAFIC (AYAF)	0	0	0	0
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	48	27	11	86
Blu-Ray (BR)	289	607	369	1265
Books on CD (BKCD)	60	88	63	211
Books on Tape (BKT)	0	0	0	0
Compact Disc (CD)	59	113	49	221
Digital Audiobooks (DA)	26	13	10	49
DVD (DVD)	1690	2427	1507	5624
Equipment (EQP)	11	7	3	21
See librarian (ERR)	0	0	0	0
Express Book (EXP)	0	0	0	0
Fiction (FIC)	464	436	180	1080
Fiction Fantasy (FICF)	5	0	1	6
Fiction Inspirational (FICI)	18	1	22	41
Fiction Mystery (FICM)	71	4	59	134
Fiction New (FICNEW)	566	319	168	1053
Fiction Science Fiction (FICSF)	9	0	6	15
Fiction Western (FICW)	2	2	12	16
Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0
Graphic Novels (GN)	102	107	35	244
Hanging Bags (HANG)	9	3	5	17
Hotspots (WIFI)	3	87	17	107

ILL (ILL)	14	18	10	42
Internet (INTR)	431	571	216	1218
Juv. Audio book (JAUDB)	40	12	26	78
Juv. Biography (JBIO)	43	20	4	67
Juv. Book on CD (JBCD)	0	0	0	0
Juv. Book on Tape (JBKT)	0	0	0	0
Juv. Compact Disc (JCD)	28	16	6	50
Juv. Digital Device (JDDP)	16	8	4	28
Juvenile Easy (JE)	801	468	464	1733
Juv. Easy Non-Fiction (JENF)	54	**48**	52	154
Juv. Easy Reader (JER)	407	254	208	869
Juv. Easy Reader NF (JERN)	16	7	2	25
Juv. Fiction (JFIC)	602	399	213	1214
Juv. Graphic Novel (JGN)	28	22	10	60
Juv. Holiday (JHOL)	114	5	7	126
Juv. Magazine (JMAG)	18	0	7	25
Juv. Music Cassette (JMC)	0	0	0	0
Juv. Nonfiction (JNF)	269	242	108	619
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback Fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	0	0	0
Juv. Reference (JREF)	0	0	0	0
Juv. Toddler (JTOD)	163	85	189	437
Large Print Fiction (LPF)	136	152	62	350
Large Print Inspirational (LPI)	1	0	3	4
Large Print Mystery (LPM)	0	8	5	13
Large Print New (LPN)	111	131	86	328
Large Print Nonfic (LPNF)	11	9	7	27
Large Print Western (LPW)	1	0	0	1
Magazine (MAG)	302	98	81	481
Music Cassette (MCAS)	0	0	0	0
Non-Fiction 000 (NF000)	2	19	1	22
Non-Fiction 100 (NF100)	23	13	8	44
Non-Fiction 200 (NF200)	16	10	7	33
Non-Fiction 300 (NF300)	48	43	17	108
Non-Fiction 400 (NF400)	4	1	0	5
Non-Fiction 500 (NF500)	11	18	4	33
Non-Fiction 600 (NF600)	98	156	50	304
Non-Fiction 700 (NF700)	34	44	9	87
Non-Fiction 800 (NF800)	15	6	3	24
Non-Fiction 900 (NF900)	47	27	25	99
Non-Fiction Blu-Ray (NFBR)	4	7	2	13
Non-Fiction DVD (NFDVD)	52	133	123	308
Nonfiction (NFIC)	4	0	1	5
Nonfiction New (NFNEW)	179	182	70	431
Nonfiction VHS (NFVH)	0	0	0	0
Oversize (OVER)	0	0	1	1
Professional Coll. (PROF)	0	2	0	2
Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	0	0	0	0
Playaway View (VIEW)	0	7	4	11
Reference (REF)	19	8	0	27
Reference Business (REFB)	0	0	0	0
Ref. Magazine (RMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0

Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	1	12	0	13
Software (SWAR)	0	1	0	1
SRCS (SRCS) DeMotte	40	12	0	52
SRCS (From other libraries Ill-SRC	3	105	1	109
SRCS (SRCSW) Wheatfield	3	2	34	39
STEAM Kits (STEAM)	12	0	1	13
Vertical File (VF)	1	0	0	1
VHS	0	0	0	0
YA Audio book (YAUDB)	0	1	6	7
YA Biography (YAB)	1	1	1	3
YA Books on CD (YABKCD)	0	0	6	6
YA Books on Tape (YABKT)	0	0	0	0
YA Fiction (YAF)	70	38	75	183
YA Music CD (YACD)	0	17	1	18
YA Nonfiction (YANF)	8	16	4	28
YA Paperback Fic (YAPBF)	0	0	0	0
Storage (ZSTO)	0	1	0	1
				0
Free reads	265	135	62	462
Games/Puzzles	84	74	4	162
Talking books	0	0	0	0
Assignment Shelf Books	0	0	0	0
TOTAL	8102	7905	4808	20815

	DeMotte	**Rensselaer**	**Wheatfield**	
ADULT BOOKS				
Fiction	1649	1189	666	3504
Nonfiction	574	595	224	1393
CHILDREN'S BOOKS				
Fiction	2037	1235	1087	4359
Nonfiction	480	315	171	966
YA BOOKS				
Fiction	172	145	110	427
Nonfiction	9	17	5	31
Juv. Digital Devices Pre-loaded	16	8	4	28
Magazines, Adult	302	98	81	481
Magazines, Children	18	0	7	25
Sound Recordings, adult	145	215	134	494
Sound Recordings, ch	77	48	38	163
Online databases	0	0	0	0
Software	0	1	0	1
SRCS	46	119	35	200
STEAM Kits	12	0	1	13
Vertical file	1	0	0	1
VHS/DVD/Blu-Ray	2035	3181	2005	7221
Equipment	14	94	20	128
Total	7587	7260	4588	19435
A-V Circulation	2257	3445	2177	7879
A-V Circulation as % of total	29.7%	47.5%	47.4%	40.5%

CIRCULATION STATISTICS

Noember 2019

	DEMOTTE			RENSSELAER			WHEATFIELD			SYSTEM
	Added Vols.	Withdrew Vols.	**Circu-lation**	Added Vols.	Withdrew Vols.	**Circu-lation**	Added Vols.	Withdrew Vols.	**Circu-lation**	**Total Circ.**
ADULT BOOKS										
Fiction	106	1	**1,649**	76	65	**1,189**	67	59	**666**	**3,504**
Nonfiction	51	8	**574**	104	8	**595**	32	3	**224**	**1,393**
CHILDREN'S BKS										
Fiction	78	297	**2,037**	88	603	**1,235**	49	2	**1,087**	**4,359**
Nonfiction	28	10	**480**	50	2	**315**	1	341	**171**	**966**
YA BOOKS										
Fiction	26	0	**172**	33	9	**145**	21	15	**110**	**427**
Nonfiction	5	0	**9**	0	0	**17**	0	0	**5**	**31**
J Digital Devices	0	0	**16**	6	0	**8**	4	0	**4**	**28**
Magazines,Adult	0	0	**302**	0	0	**98**	0	0	**81**	**481**
Magazines, Child	0	0	**18**	0	0	**0**	0	0	**7**	**25**
Games, Toys	0	0	**0**	0	0	**0**	0	0	**0**	**0**
Sound Rec/Adult	28	1	**145**	29	1	**215**	38	5	**134**	**494**
Sound Rec/Child	1	0	**77**	1	0	**48**	1	0	**38**	**163**
Online Databases	0	0	**0**	0	0	**0**	0	0	**0**	**0**
Software	0	0	**0**	0	0	**1**	0	0	**0**	**1**
SRCS	0	0	**46**	0	0	**119**	0	0	**35**	**200**
STEAM Kits	0	0	**12**	0	0	**0**	0	0	**1**	**13**
Vertical Files	0	0	**1**	0	0	**0**	0	0	**0**	**1**
DVD/BluRay	38	29	**2,035**	66	13	**3,181**	66	2	**2,005**	**7,221**
Equipment	0	0	**14**	0		**94**	0	0	**20**	**128**
TOTAL	361	346	**7,587**	453	701	**7,260**	279	427	**4,588**	**19,435**

END OF MONTH:	**DEMOTTE**	**RENSSELAER**	**WHEATFIELD**
Total Materials Owned	84,531	77,551	61,663
Circulation Increase/Decrease	**5.6%**	**-9.9%**	**-17.6%**

MONTHLY SYSTEM STATISTICS	2018	2019	% change
Current month's Circulation	20,811	19,435	-6.6%
Jan. to date circulation	239,752	227,226	-5.2%

R3

DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION		
Start of Month Volumes	**End of Month** Volumes	**Start of Month** Volumes	**End of Month** Volumes	**Start of Month** Volumes	**End of Month** Volumes	
						ADULT BOOKS
23,621	23,726	15,910	15,921	17,049	17,057	**Fiction**
19,924	19,967	19,617	19,713	8,248	8,277	**Nonfiction**
						CHILDREN'S BKS
16,369	16,150	14,631	14,116	13,518	13,565	**Fiction**
9,197	9,215	6,622	6,670	7,021	6,681	**Nonfiction**
						YA BOOKS
2,392	2,418	3,257	3,281	3,378	3,384	**Fiction**
619	624	405	405	153	153	**Nonfiction**
				0	4	**J Digital Devices**
				-3	-3	**Magazines,Adult**
				0	0	**Magazines, Child**
0	0	0	0	0	0	**Games, Toys**
4,116	4,143	595	623	4,767	4,800	**Sound Rec/Adult**
674	675	4,489	4,490	889	890	**Sound Rec/Child**
20	20	646	646	16	16	**Online Databases**
63	63	15	15	-21	-21	**Software**
0	0	0	0	0	0	**SRCS**
0	0	6	6	6	6	**STEAM Kits**
105	105	-1	-1	43	43	**Vertical Files**
7,298	7,307	11,471	11,524	6,690	6,754	**VHS/DVD/Blu-ray**
118	118	142	142	57	57	**Equipment**
84,516	84,531	77,805	77,551	61,811	61,663	**TOTAL**

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT R5
November 2019

	DeMotte	Hrs.	Rensselaer	Hrs.	Wheatfield	Hrs.	TOTAL	HOURS SPENT
INTRALIBRARY LOANS FILLED	257	56	251	54	318	69	826	179
LOCAL HISTORY								
In person	9	3	7	2	0	0	16	5
Letters written	3	3	8	8	0	0	11	11
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use-Wired	431	18	571	24	216	9	1218	51
Internet use-Wireless	1410		2100		660		4170	
VCR Use	0	0	0	0	0	0	0	0
Microforms	22	3	14	2	0	0	36	5
Public FAX24	63		22		57		142	
Typewriter use	0	0	0	0	0	0	0	0
Other equipment used	10	3	46	15	2	1	58	19
OTHER LIBRARY SERVICES USED								
One-on-One Instruction	26		7		0		33	
Outreach activities	27	27	12	8	0	0	39	26
Notarized documents	0	0	0	0	0	0	0	0
Meeting Room Use (no. of grou	38	13	76	25	27	9	141	47
Study room use	41	3	55	5	22	2	118	10
Proctoring	10	5	0	0	0	0	10	5
Tax Forms distributed	0	0	0	0	0	0	0	0
Pull Requests	0	0	0	0	0	0	0	0
E-books downloaded							2411	
IN-HOUSE USE ITEMS	1020		1003		59		2082	
SELF-CHECKOUT USE	0		396		64		460	
INTERLIBRARY LOANS								
Requests made for:							39	10
Items rec'd for:							27	14
Items requested by other librari							64	
Items supplied to other libraries							47	24

REGISTRATIONS

	DeMotte	Rensselaer	Wheatfield	TOTAL
Total Borrowers	7484	11220	4655	23359
Non-resident, paying	0	0	0	0
PLAC card users	0	0	0	0
Reciprocal borrowers	280	461	126	867
Number of New Patrons Added	25	24	14	

PROGRAMS

	DeMotte	Hrs.	Rensselaer	Hrs.	Wheatfield	Hrs.	TOTAL	HOURS SPENT
Programs for all ages	3	18	5	30	1	6	9	54

Children's Programs (0-13)	20	120	11	66	12	72	43	258
Number attending	221		133		224		578	
YA Programs (14-17)	0	0	2	12	1	6	3	18
Number attending	4		21		2		27	
Adult Programs	2	12	6	36	1	6	9	54
Number attending	124		117		73		314	
Senior Citizen Programs	8	48	5	30	3	18	16	96
Number attending	40		72		24		136	
Total Number of Programs	**33**	198	**29**	174	**18**	108	**80**	480
Total Persons Attending	**389**		**343**		**323**		**1055**	
Total Attending Same Month Last Yr.	327		241		359		927	
Total Staff Hours Spent		332		317		197	846	884
Total Number of In-House Progra	**22**		**24**		**12**		**58**	
Total Attendance	**206**		**255**		**165**		**626**	
Total Number of Outreach Progra	**11**		**5**		**6**		**22**	
Total Attendance	**183**		**88**		**158**		**429**	

CIRCULATION BY PATRON CODE

PATRONS	**DeMotte**		**Rensselaer**		**Wheatfield**		**ALL LIBRARIES**	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	4252	55.6%	3930	53.7%	3082	67.2%	11264	57.6%
Corporate	11	0.1%	0	0.0%	0	0.0%	11	0.1%
Juvenile 0-11	37	0.5%	179	2.4%	28	0.6%	244	1.2%
Juvenile-AV	849	11.1%	474	6.5%	660	14.4%	1983	10.1%
Nonresident No Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Nonresident Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
PLAC (state library card)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Adult	132	1.7%	284	3.9%	121	2.6%	537	2.7%
Reciprocal Juvenile	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Juvenile AV	27	0.4%	73	1.0%	0	0.0%	100	0.5%
Reciprocal YA	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal YA AV	0	0.0%	0	0.0%	0	0.0%	0	0.0%
School	0	0.0%	95	1.3%	0	0.0%	95	0.5%
School AV	0	0.0%	0	0.0%	0	0.0%	0	0.0%
St. Joseph College	0	0.0%	0	0.0%	0	0.0%	0	0.0%
SRCS	0	0.0%	49	0.7%	0	0.0%	49	0.3%
Staff	2053	26.8%	1957	26.7%	512	11.2%	4522	23.1%
Walking books	44	0.6%	114	1.6%	33	0.7%	191	1.0%
YA 12-17	4	0.1%	11	0.2%	4	0.1%	19	2.7%
YA-AV	238	3.1%	153	2.1%	145	3.2%	536	2.7%
Total	7647		7319		4585		19551	
All items borrowed by nonresidents	159	2.1%	452	6.2%	121	2.6%	732	3.7%

R7

Salary Ordinance 2019
Updated 12/9/19

Name	Classification	Hrly Wage	Start Date	Hrs Worked	Library
Diane Lyons	Clerk	no change	12/2/19	29	R
Beth Hopkins	Clerk	no change	12/2/19	17.5	R
Sally Berger	Clerk	$10.12	12/2/19	12	R

Diane Lyons has moved from her 17.5 hours per week Public Services Clerk position to at 29 hours per week Technical Services Clerk position, replacing Cindy Smith who passed away. Beth Hopkins has moved from her 12 hours per week Public Services Clerk position to the 17.5 hours per week Public Services Clerk position vacated by Diane. Rates of pay for Diane and Beth did not change. We have promoted Sally Berger from Page to Clerk. She has assumed the 12 hours per week Public Services Clerk position vacated by Beth.

We have examined and approved the changes to the 2019 Jasper County Public Library Salary Ordinance. Dated 12/9/19.

Janelle L. Harper
Julie Davidson
Natalie A. Waling
Janet Umlauf

Kristi Hansma

Director's Report
November 2019

I will be collecting Board binders at the conclusion of the December Board meeting so that I may insert information you will need for 2020 and remove unnecessary pages. I will return your binders to you at the January meeting.-Patty

Consent Agenda:

You will be approving the minutes of the November Board meeting, bills, and financial reports.

Salary Ordinance Update: There were updates this month. Please see R7. **If you approve the Consent Agenda, you will approve the Salary Ordinance Update as presented.**

Workshop/Conference Request: I am requesting permission to send Shannon Heldak and Janice Wilma to Teen Think Tank in Bluffton, Ohio on February 28, 2020. The goal is for each attendee to leave with at least one new contact and a handful of new ideas for programs, decorations, crafts, books, and more. Each presentation throughout the day is carefully planned to keep everyone actively involved. When attending Teen Think Tank, you try the games, make the crafts, construct the decorations and see the books. Cost to register is $25 per attendee. There will be hotel and mileage expenses as well. I am also requesting permission for Linda Poortenga and Becky Amalong to participate in an online conference, Work Smarter, Not Harder: Innovating Technical Services, on February 13, 2020. Total cost for their participation is $249 with no travel expenses. Proposed topics include: automating routine technical services processes; change management when implementing new workflows; handling batches of MARC records efficiently, innovating legacy workflows. Monies have been budgeted for continuing education. **If you approve the Consent Agenda, you will approve named staff attending these named continuing education events.**

General Business:

DeMotte Parking Lot Project Update: Harry sent a survey RFP to Vester Associates, RW Gross Surveying, TBird Design, of Lafayette – and Tiemens-Nagai Surveying, of DeMotte. RW Gross and TBird did not make a proposal even though Harry followed up by phone twice. Vester "quoted" $13,850, with actual costs to be hourly based on an attached rate schedule. Tiemens-Nagai bid a lump sum fee of $4,000. Harry has worked with the three surveyors from Lafayette before but had never met Tiemens, so he met with him on November 27 to discuss the scope of the work and has a good impression. Tiemens is familiar with the area – he has done survey work for the school property next door. Harry recommends proceeding with Tiemens. Harry believes that if we proceed before the real winter, they can get it done by January. Tiemens also suggested that the Library proceed with updated title work to find any easements on the properties, so he can show them on the survey. Harry concurs. Tiemens speculated that the title work would be around $400.00. Harry recommends that we proceed with his suggestion. Ed has been apprised of all of this information and agrees that Tiemens looks fine. Ed remarked that he has had considerable experience with Title companies here in Jasper County, and he recommends either Jasper County Abstract or Land Title. I have signed the proposal and returned it to Tiemens.

Staff Development Day 2020: We wish to have our Staff Development Day in the spring of 2020 rather than the fall. We are seeking permission to be closed Friday, May 8, so that all staff may attend. Our topic will be Digital Literacies as we seek to improve staff knowledge and comfort when dealing with technology. MCLS will partner with us to develop a learning plan.

2020 Salary Increase: A board vote is required to implement a salary increase for staff in 2020.

Director Salary 2020: As per Board and Administration Monthly Tasks, Director Salary for 2020 is determined in open session.

Election of Officers: You will be electing your slate of officers for 2020. If you wish to proceed with the slate of officers presented at the November meeting, you will need to move to elect the slate of officers as presented: President- Kevin Kaluf Vice-President- Natalie Waling, Secretary- Kristie Housman, Treasurer- Mark Heinig and Assistant Treasurer- Janelle Harper.

End of December Board Meeting: Board members are scheduled to meet Thursday, December 26, 2019 at 8:30am at the Rensselaer Library to approve year-end bills, transfers, and encumbrances. Janet Umlauf and Kevin Kaluf have indicated that they will be attending. We need four board members to have a quorum.

Oath of Office – Janet Umlauf: Janet Umlauf whose current board term expires on December 31, 2019 has been reappointed to the library board by the County Commissioners. She will take her oath of office.

Director's Report:

No policies are up for review in December.

We have received official word from DLGF that our 2020 Budget has been approved.

I submitted a copy of our board-approved Long Range Plan 2020-2024 to the Indiana State Library and received a nice email in return. Jen Clifton, Library Development Office Director, emailed, "*This is an excellent plan and meets all of the requirements. I appreciate how you adapted your goals to meet the community's needs, as determined through their usage and the survey responses. Nice work! You're all set through 2024!"* I appreciated her words of affirmation!

More good news – after the board approved our continuing with our current health insurance at the November board meeting, I received word that the underwriters had given us some rate relief on our renewal, taking approximately 2 ½% off of the renewal rates. Instead of an 11.9% increase, the increase was 9.4%.

In December of each year we determine an amount to transfer from line 3.94 of our Operating Budget to our Library Improvement Reserve Fund. We are not recommending that any monies be transferred. Retaining these monies in our Operating Fund will contribute to an even healthier operating balance at year beginning. Additionally we have a healthy balance in our Rainy Day Fund.

Indiana University is celebrating their 200th Anniversary next year and will be visiting our community at our request, bringing the IU Bicentennial to our door. Exciting events are planned for March. Stay tuned!

Rayann, Donna, and I attended the AVC User Group meeting. AVC provides our financial/payroll software. Rayann and I viewed the archived webinar for the Annual Report/Bookkeeping Workshop coordinated by the Indiana State Library.

We are an official partner for the 2020 Census doing our part to ensure a complete and accurate 2020 Census. Some staff has participated in webinars about the Census and our libraries have been used to recruit and train enumerators. We will also promote the Census on social media and post information on our community bulletin boards.

Long Range Plan/Technology Plan Update- Since our last update we have completed the following:

Goal 1 JCPL is a welcoming community hub: planned giveaways and activities for National Library Card Sign Up Month; DeMotte hosted a game club after hours; DeMotte added new counters in men's and women's restrooms downstairs and painted with new colors; welcomed community volunteers; created new Long Range Plan 2020-2024.

Goal 2 JCPL is a collaborative community partner: outreach to various local organizations such as care centers and preschools; provided opportunities for court ordered community service; hosted Jasper, the bicentennial bison at

Wheatfield Library; participated in Harwood Conference calls; wrote final report for Jasper Newton Foundation grant

Goal 3 JCPL increases awareness of its services and collections: added additional sessions for Preschool Time; created numerous posts on Facebook and boosted select posts; put up new book display stands throughout DeMotte Youth Collection; gave away prizes for new card holders during National Library Card Sign Up Month; held monthly adult book discussions; worked with patrons at the front circ desk to install Hoopla and Libby; completed one-on-one device training; designed and distributed the Community Connections; had feature articles in the local paper about our displays; DeMotte was included in the DeMotte Chamber email newsletter; prepared technology assessment and equipment replacement schedule for new Long Range Plan; participated in Senior Expo at the Jasper County fairgrounds; participated in the Sandhill Crane Festival

Goal 4 JCPL engages its community in lifelong learning: attended various counterparts meetings, hosting Reference Counterparts at DeMotte; started a new book discussion for 8-12 yr olds; participated in various conference, workshops, and webinars; kept our foyer displays up to date with current travel brochures, current local happenings, and state information in the area; Walking Books continues to be strong; offered crochet & knit gatherings; proctored several tests; set-up ABC Mouse shortcut on patron pcs; planned and offered Staff Development Day for staff with a focus on community engagement; hosted Medicare 101 Program; hosted AARP Safe Driver program at Wheatfield

TrustINdiana investments continue to do well.

System Administrator News

Sheila reports that she, "Researched safety of backup from ransomware. Our backups are safe from ransomware because they are technically replications inside of virtual servers; they aren't backups. A person would have to login to the virtual server to access them, and that's not possible with ransomware. While researching our risk for ransomware, I found that having Remote Desktop open on our firewall (even on a non-standard port) puts us at a higher risk of attack. We closed all Remote Desktop ports, so I will now connect to my PC remotely using TeamViewer, which does not currently put us at risk of Ransomware attacks." She also, "started working on deploying Windows 10 PCs in our network environment. There are many things to consider and plan for before we roll out the first of our new Windows 10 PCs."

Technical Services News

Becky reports, "I had 2 technical problems that needed to be dealt with. First, we were unable to sign in to the Pink Screen to catalog. I had to call TLC, and they had to tweak everyone's sign on. Particular problems occurred to Jean's computer, and they had to change a password. They were able to get us up and running the same day. Second, I was notified that a KV student, using his Digital Access Card tried to get on Hoopla, but was prompted for a PIN. This shouldn't happen. I contacted Mel, and she spoke with Hoopla, and they changed something to enable DAC users to not be prompted for a PIN." Volunteers continued to help Tech through the first three weeks of November. New Technical Services Clerk, Diane, started her position December 3.

DeMotte Library News

DeMotte Library Assistant, Neile, shares, "The display case was filled with woodcarvings from Joe Zellon <in November>. Joe's work is exceptional and always attracts admirers. We added the program info in with the display to advertise for his carving program. I even saw a few patrons taking pictures of the display. Joe and Kathy Zellon brought their woodcarving program to DeMotte on Saturday, November 9. A total of 15 patrons attended and many were very interested to know more about Kathy's techniques for painting the carvings. From that, a new program has been created. Kathy will be bringing a wooden ornament painting class here at DeMotte in December. Joe is busy carving out the ornaments and I anticipate this class will fill up immediately. I'm very excited about this program!"

Rensselaer Library News

Linda reports, "The annual Christmas Tree Walk trees are decorated. The groups participating this year are: The Heroes Tree, TOPS, Tri Kappa, Hanging Grove 4-H Club, CDC Resources, Jasper/Newton Foundation, Presbyterian Youth, and Huth Thompson. Patrons can, once again, vote for their favorite tree with unexpired nonperishable food items which will be delivered to the Rensselaer Food Pantry. The Friends of the Library Concert held November 3, was a resounding success. The Alpine Echoes, a German alpine horn band, delivered another fun program. We started offering Geri-Fit exercise programs each Tuesday at 11 am. We are garnering a lot of participants that have had recent surgeries. Kim Hunter held two of her three Zentangle classes and has had a nice turnout for each."

Wheatfield Library News

Evie reports that she assisted Carolynn with their Winter Gnome Craft which went very well with almost forty happy participants. Carolynn is working hard on preparations for their upcoming Harry Potter Christmas Escape Room. They had originally planned for eleven escape room sessions but added ten more when the first eleven filled up within twenty-four hours. The second ten sessions then filled within another day!

Please contact me if you are unable to attend the December Board Meeting or if you have any questions about materials in your packet.-Patty

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JCPL FINANCIAL STATEMENT

November 30, 2019

	Beginning 2019 Balance	Current Month Disbursements	Y-T-D Disbursements	Current Month Receipts	Y-T-D Receipts	Ending Balance
Operating Fund	$769,507.09	**$194,032.59**	$2,122,654.80	**$473,865.51**	$2,029,001.66	**$675,853.95**
Public Library Access Card Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Gift Fund	$19,919.87	$428.54	$19,673.65	$2,168.65	$19,243.33	**$19,489.55**
DeMotte	$5,295.26	**$105.32**	$4,857.72	**$723.65**	$6,636.68	**$7,074.22**
Rensselaer	$11,498.67	**$160.19**	$10,248.06	**$220.00**	$7,818.89	**$9,069.50**
Wheatfield	$3,125.94	**$163.03**	$4,567.87	**$1,225.00**	$4,787.76	**$3,345.83**
Library Improvement Reserve Fund	$231,768.60	**$0.00**	$0.00	**$18.43**	$211.53	**$231,980.13**
Bond & Interest Redemption Fund	$3,142.90	**$0.00**	$0.00	**$0.00**	$0.00	**$3,142.90**
Rainy Day Fund	$2,249,509.13	**$711.94**	$15,445.48	**$2,905.37**	$42,441.02	**$2,276,504.67**
Includes Investments of: **$2,093,481.59**						
State Technology Fund Grant Fund	$0.00	**$1,782.00**	$19,602.00	**$0.00**	$20,244.00	**$642.00**
Capital Projects Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Includes Investments of:						
Host/Hospitality Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Levy Excess Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Sales Tax	$220.62	**$0.00**	$198.89	**$24.84**	$147.81	**$169.54**
Construction Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Petty Cash Funds	$120.00	**$0.00**	$0.00	**$0.00**	$0.00	**$120.00**
Cash Change Fund	$150.00	**$0.00**	$0.00	**$0.00**	$0.00	**$150.00**
Insurance Refund Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Insurance Settlement Fund	$0.00	**$0.00**	$6,766.67	**$0.00**	$6,766.67	**$0.00**
Payroll Withholding Accts.						
FIT Tax Collected	$0.00	**$7,449.95**	$79,817.88	**$7,449.95**	$79,817.88	**$0.00**
FICA Tax Collected	$0.00	**$8,317.12**	$89,109.59	**$8,317.12**	$89,109.59	**$0.00**
State Tax Collected	$0.00	**$3,726.88**	$39,930.71	**$3,726.88**	$39,930.71	**$0.00**
County Tax Collected	$0.00	**$2,936.99**	$31,328.19	**$2,936.99**	$31,328.19	**$0.00**
Deferred Comp.	$0.00	**$2,840.00**	$31,240.00	**$2,840.00**	$31,240.00	**$0.00**
#125 Pre-tax Plan	$48.16	**$3,534.61**	$38,929.39	**$3,617.02**	$38,904.51	**$23.28**
Employee Life Insur.	$0.88	**$243.95**	$2,695.45	**$243.96**	$2,694.56	**($0.01)**
Employee INPRS	$0.00	**$3,397.07**	$36,539.46	**$3,397.07**	$36,539.46	**$0.00**
Garnishments	$23.47	**$0.00**	$574.37	**$0.00**	$550.90	**$0.00**
Credit Union	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
EIC	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
TOTAL ALL FUNDS....................	**$3,274,410.72**	**$229,401.64**	**$2,534,506.53**	**$511,511.79**	**$2,468,171.82**	**$3,208,076.01**

F2

Bank Balances

Jasper County Public Library

Report as of: **11/30/19**

	Bank	
1	Alliance Bank	$1,114,324.42
2	Cash On Hand	$270.00
3	IN-02-0225-0001 TrustINdiana	$2,093,481.59
	Total all banks =	**$3,208,076.01**

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

OPEN INVESTMENTS:

Renewal Date	CD/ACCT #	Issued By	Terms	Principal	%-Interest	Fund	Date Invested	Interest Earned	Comments
	IN-02-0225-0001	TrustINdiana	N/A	$2,000,000.00		Rainy Day	05/15/17	$4,142.20	Jan-19
								$3,803.93	Feb-19
								$4,229.44	Mar-19
								$4,082.24	Apr-19
								$4,203.53	May-19
								$4,042.03	Jun-19
								$4,082.78	Jul-19
								$3,869.08	Aug-19
								$3,594.96	Sep-19
								$3,324.91	Oct-19
								$2,890.79	Nov-19

CLOSED INVESTMENTS:

TOTAL INTEREST EARNED: **$42,265.89**

F2.1

Appropriation Report for 100OPERATING FUND

Jasper County Public Library

Report Date: From **11/01/19** *To* **11/30/19**

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent*
1. Personal Services							
1.11 SALARY OF LIBRARIAN	$77,251.00	$0.00	$77,251.00	$6,437.60	$70,720.00	$6,531.00	8.5
1.12 SALARY OF ASSISTANTS	$1,153,291.00	$0.00	$1,153,291.00	$97,357.93	$1,045,254.03	$108,036.97	9.4
1.13 WAGES OF JANITORS	$95,314.00	$0.00	$95,314.00	$7,918.73	$81,034.23	$14,279.77	15.0
1.21 EMPLOYER'S SHARE-FICA	$101,428.00	$0.00	$101,428.00	$8,317.12	$89,109.59	$12,318.41	12.1
1.22 UNEMPLOYMENT COMPENSATION	$2,482.00	$0.00	$2,482.00	$0.00	$2,411.44	$70.56	2.8
1.23 EMPLOYER'S CONTRIB.- PERF	$117,580.00	$0.00	$117,580.00	$10,004.02	$107,480.31	$10,099.69	8.6
1.24 EMPLOYER'S CONTRIB.- INS.	$169,655.00	$0.00	$169,655.00	$11,065.45	$119,539.53	$50,115.47	29.5
Subtotal	*$1,717,001.00*		$1,717,001.00	$141,100.85	$1,515,549.13	$201,451.87	11.7
2. Supplies							
2.11 OFFICIAL RECORDS	$500.00	$0.00	$500.00	$0.00	$0.00	$500.00	100.0
2.12 STATIONERY AND PRINTING	$1,000.00	$0.00	$1,000.00	$0.00	$0.00	$1,000.00	100.0
2.13 OTHER OFFICE SUPPLIES	$8,000.00	$0.00	$8,000.00	$80.00	$5,489.01	$2,510.99	31.4
2.21 CLEANING & SANITATION SUPPLIES	$6,500.00	$0.00	$6,500.00	$304.67	$5,238.25	$1,261.75	19.4
2.23 OTHER OPERATING SUPPLIES	$6,000.00	$0.00	$6,000.00	$73.67	$3,416.81	$2,583.19	43.1
2.31 BUILDING MATERIALS & SUPPLIES	$2,000.00	$0.00	$2,000.00	$58.40	$210.93	$1,789.07	89.5
2.32 PAINT AND PAINTING SUPPLIES	$400.00	$0.00	$400.00	$0.00	$229.61	$170.39	42.6
2.33 REPAIR PARTS	$1,000.00	$0.00	$1,000.00	$0.00	$520.62	$479.38	47.9
2.41 LIBRARY SUPPLIES	$17,400.00	$0.00	$17,400.00	$29.03	$13,630.46	$3,769.54	21.7
2.42 MARKETING SUPPLIES	$100.00	$0.00	$100.00	$0.00	$100.00	$0.00	0.0
Subtotal	*$42,900.00*		$42,900.00	$545.77	$28,835.69	$14,064.31	32.8
3. Other Services and Charge							

F3a

F3b

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
3.13 LEGAL SERVICES	$7,000.00	$0.00	$7,000.00	$0.00	$4,201.00	$2,799.00	40.0
3.14 OTHER PROFESSIONAL SERVICES	$16,500.00	$0.00	$16,500.00	$16.32	$3,751.83	$12,748.17	77.3
3.145 DATABASES & LICENSING SERVICES	$25,034.00	$0.00	$25,034.00	$0.00	$18,347.42	$6,686.58	26.7
3.146 E-BOOKS SERVICES	$31,500.00	$0.00	$31,500.00	$7,625.00	$25,065.16	$6,434.84	20.4
3.147 APPS	$100.00	$0.00	$100.00	$0.00	$2.99	$97.01	97.0
3.21 TELEPHONE	$12,000.00	$0.00	$12,000.00	$1,080.13	$11,588.96	$411.04	3.4
3.22 POSTAGE	$2,500.00	$0.00	$2,500.00	$166.70	$2,361.07	$138.93	5.6
3.23 MILEAGE	$20,000.00	$0.00	$20,000.00	$1,811.48	$17,360.56	$2,639.44	13.2
3.24 PROFESSIONAL MEETINGS	$12,000.00	$0.00	$12,000.00	$774.57	$7,126.92	$4,873.08	40.6
3.25 FREIGHT	$1,800.00	$0.00	$1,800.00	$216.95	$1,562.70	$237.30	13.2
3.26 NETWORKING	$86,400.00	$0.00	$86,400.00	$1,170.92	$10,582.04	$75,817.96	87.8
3.31 ADVERTISING & PUBLIC NOTICES	$800.00	$0.00	$800.00	$9.68	$568.72	$231.28	28.9
3.33 MARKETING ADVERTISING	$2,500.00	$0.00	$2,500.00	$0.00	$2,350.90	$149.10	6.0
3.41 OFFICIAL BONDS	$500.00	$0.00	$500.00	$0.00	$300.00	$200.00	40.0
3.42 OTHER INSURANCE	$30,000.00	$0.00	$30,000.00	$0.00	$26,471.00	$3,529.00	11.8
3.51 GAS	$25,000.00	$0.00	$25,000.00	$824.77	$16,085.12	$8,914.88	35.7
3.52 ELECTRICITY	$110,000.00	$0.00	$110,000.00	$6,879.69	$85,468.01	$24,531.99	22.3
3.53 WATER	$4,000.00	$0.00	$4,000.00	$271.75	$2,919.87	$1,080.13	27.0
3.54 WASTE DISPOSAL SERVICES	$8,000.00	$0.00	$8,000.00	$573.85	$6,707.46	$1,292.54	16.2
3.61 BUILDING & STRUCTURES	$118,270.00	$0.00	$118,270.00	$2,692.37	$49,661.29	$68,608.71	58.0
3.62 EQUIPMENT REPAIRS	$2,000.00	$0.00	$2,000.00	$0.00	$290.90	$1,709.10	85.5
3.72 EQUIPMENT RENTALS	$300.00	$0.00	$300.00	$12.45	$285.95	$14.05	4.7
3.91 DUES	$2,000.00	$0.00	$2,000.00	$0.00	$2,362.18	($362.18)	-18.1
3.93 TAXES & ASSESSMENTS	$300.00	$0.00	$300.00	$0.00	$336.00	($36.00)	-12.0
3.94 TRANSFER TO LIRF	$50,000.00	$0.00	$50,000.00	$0.00	$0.00	$50,000.00	100.0
3.95 BOOK REIMBURSEMENT	$200.00	$0.00	$200.00	$0.00	$33.98	$166.02	83.0

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
3.96 PETTY CASH	$120.00	$0.00	$120.00	$0.00	$0.00	$120.00	100.0
3.98 MAINTENANCE/SERVICE CONTRACTS	$112,754.00	$0.00	$112,754.00	$4,359.02	$98,815.44	$13,938.56	12.4
Subtotal	*$681,578.00*		$681,578.00	$28,485.65	$394,607.47	$286,970.53	42.1
4. Capital Outlays							
4.4 FURNITURE & EQUIPMENT	$82,681.00	$0.00	$82,681.00	$1,761.18	$7,386.62	$75,294.38	91.1
4.51 BOOKS	$150,000.00	$0.00	$150,000.00	$13,849.20	$104,406.72	$45,593.28	30.4
4.52 PERIODICALS & NEWSPAPERS	$22,000.00	$0.00	$22,000.00	$374.00	$15,416.31	$6,583.69	29.9
4.53 NONPRINTED MATERIALS	$60,000.00	$0.00	$60,000.00	$7,915.94	$56,452.86	$3,547.14	5.9
Subtotal	*$314,681.00*		$314,681.00	$23,900.32	$183,662.51	$131,018.49	41.6
Grand Total	$2,756,160.00	$0.00	$2,756,160.00	$194,032.59	$2,122,654.80	$633,505.20	23.0

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

F3c

F3d

Appropriation Report for 151RAINY DAY FUND

Jasper County Public Library

Report Date: From **11/01/19** *To* **11/30/19**

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent*
3. Other Services and Charge							
3.13 LEGAL SERVICES	$10,000.00	$0.00	$10,000.00	$0.00	$750.00	$9,250.00	92.5
3.14 OTHER PROFESSIONAL SERVICES	$50,000.00	$0.00	$50,000.00	$0.00	$3,829.50	$46,170.50	92.3
3.21 TELEPHONE	$0.00	$0.00	$0.00	$0.00	$6,074.70	($6,074.70)	#Div/0!
3.61 BUILDING & STRUCTURES	$100,000.00	$0.00	$100,000.00	$0.00	$1,000.00	$99,000.00	99.0
Subtotal	*$160,000.00*		$160,000.00	$0.00	$11,654.20	$148,345.80	92.7
4. Capital Outlays							
4.3 IMPROVEMENTS OTHER THAN BUILD.	$359,604.00	$0.00	$359,604.00	$0.00	$0.00	$359,604.00	100.0
4.4 FURNITURE & EQUIPMENT	$0.00	$0.00	$0.00	$711.94	$3,791.28	($3,791.28)	#Div/0!
Subtotal	*$359,604.00*		$359,604.00	$711.94	$3,791.28	$355,812.72	98.9
Grand Total	$519,604.00	$0.00	$519,604.00	$711.94	$15,445.48	$504,158.52	97.0

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

Appropriation Report for 155STATE TECHN.FUND GRANT

Jasper County Public Library

Report Date: From **11/01/19** *To* **11/30/19**

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent*
3. Other Services and Charge							
3.26 NETWORKING	$0.00	$0.00	$0.00	$1,782.00	$19,602.00	($19,602.00)	#Div/0!
Subtotal	*$0.00*		$0.00	$1,782.00	$19,602.00	($19,602.00)	#Div/0!
Grand Total	$0.00	$0.00	$0.00	$1,782.00	$19,602.00	($19,602.00)	#Div/0!

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

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Voucher List

Jasper County Public Library

Report Date: From **11/01/19** *To* **11/30/19**

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	783	PAYROLL	11/08/19	PAYROLL	$57,442.44
0	784	CHRISTINA SANDERS	11/08/19	Courier Mileage 10/16/19 -10/31/19 (Conf. #858)	$395.56
0	785	Great-West Retirement	11/08/19	Annuity Withheld 11/8/19 payroll (Conf. #859)	$1,420.00
0	786	INPRS fbo PERF	11/08/19	INPRS Contributions 11/8/19 Payroll	$6,811.30
0	787	IRS USA TAXPAYMENT	11/08/19	Federal Withholding, Medicare, & FICA withheld 11/8/19 Payroll & Ins. (Acknowledgement 51915188)	$12,375.58
0	788	TOWN OF DEMOTTE	11/08/19	DeM: Sewer & Water- October 2019 (conf# 856)	$168.90
0	789	TOWN OF WHEATFIELD	11/08/19	Wh: Sewer Service- November 2019 (Conf# 857)	$77.35
37231	790	AARON'S LAWN CARE	11/11/19	DeM, Rens, & Wh: Mowing & edging	$865.00
37232	791	ACE HARDWARE	11/11/19	Maintenance supplies, extension cords	$70.31
37233	792	ANTHEM BLUE CROSS BLUE	11/11/19	Health Insurance premiums- November 2019	$13,228.02
37234	793	ANTHEM LIFE	11/11/19	Life Insurance premiums- November 2019	$100.98
37235	794	BAKER & TAYLOR	11/11/19	Books, Continuations, AV, Auto. Yours	$14,166.37
37236	795	BAKER & TAYLOR ENTERTAIN	11/11/19	AV	$3,197.34
37237	796	BARCODES INC. LLC	11/11/19	Receipt printers, USB cables, scanners, stands	$1,728.20
37238	797	BLUETARP FINANCIAL, INC	11/11/19	Maintenance supplies	$36.34
37239	798	BUSINESS CARD	11/11/19	Professional meeting & conference expenses, library & office supplies, background check, facebook advertising	$952.08
37240	799	CARDINAL COPIER SOLUTION	11/11/19	DeMotte Staff Copier Maintenance 7/10/19 - 10/9/2019	$842.55
37241	800	CENTURYLINK	11/11/19	DeM: Long distance service- October 2019	$7.11
37242	801	CHICAGO TRIBUNE	11/11/19	DeM: Newspaper subscription Acct# 20468938	$364.00
37243	802	COMMONWEALTH TECHNOLO	11/11/19	Rens: staff copier quarterly service agreement	$749.89
37244	803	COUNTRYSIDE LANDSCAPIN	11/11/19	Wh: Winterization of irrigation system	$168.75
37245	804	CULBRETH'S LAWN & TREE L	11/11/19	Rens: Trimmed up low limbs on Hackberry tree	$350.00
37246	805	CULLIGAN WATER CONDITIO	11/11/19	Wh: Water Cooler Rental- November 2019, 5-gallon drinking water- 5	$51.95
37247	806	DEBORAH KRISTOFF	11/11/19	Mileage 9/17-10/15/19	$102.08
37248	807	DELTA DENTAL	11/11/19	Dental Insurance premiums- November 2019	$572.04
37249	808	DEMOTTE CHAMBER OF COM	11/11/19	"Tis the Season" Annual Social Mixer & Meeting registration- D. Kristoff	$35.00
37250	809	ENA SERVICES LLC	11/11/19	Internet service for October 2019	$1,782.00
37251	810	FERGUSON FACILITIES SUPP	11/11/19	Janitorial supplies	$304.67
37252	811	FINDAWAY WORLD, LLC	11/11/19	Playaway Launchpads & cases	$578.99
37253	812	JASPER COUNTY HISTORICAL	11/11/19	Vintage Views Issue #29	$10.00
37254	813	KIMBERLY HUNTER	11/11/19	Zentangle program supplies: Mileage 7/24-8/7/19	$7.94
37255	814	LINDA POORTENGA	11/11/19	Mileage 10/8-11/3/19	$222.72
37256	815	MIDWEST TAPE	11/11/19	AV	$3,325.32
37257	816	NIMBO IP LLC	11/11/19	Monthly Managed Service Fee	$815.00
37258	817	NIPSCO	11/11/19	DeM & Wh: Gas & electric service	$4,882.84
37259	818	NITCO	11/11/19	DeM: Local Phone & Fax Service November 2019	$136.13
37260	819	OLLIS BOOK CORPORATION	11/11/19	Books	$505.24
37261	820	PATTY EENIGENBURG	11/11/19	Mileage 10/22/19	$25.52
37262	821	PATTY STRINGFELLOW	11/11/19	Mileage 10/21-10/29/19	$69.02
37263	822	POSTMASTER	11/11/19	Stamps, pre-stamped postcards	$166.70
37264	823	PRECISION CONTROL SYSTE	11/11/19	Rens: Preventative Maintenance, HVAC repair	$1,784.85
37265	824	RACHAEL CAVINDER	11/11/19	Mileage 9/12-10/31/19	$89.32
37266	825	RACHEL KUHN	11/11/19	Mileage 11/4-11/5/19	$133.98
37267	826	REBECCA AMALONG	11/11/19	Mileage 4/2-10/16/19	$241.28
37268	827	THE LIBRARY CORPORATION	11/11/19	VRAY UV sterilizers	$711.94
37269	828	TODAY'S BUSINESS SOLUTIO	11/11/19	PrinterON service plan	$1,485.00

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Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
37270	829	TRUGREEN PROCESSING CE	11/11/19	DeM, Rens, & Wh: Lawn fertilization	$251.00
37271	830	UNIQUE MANAGEMENT SERVI	11/11/19	Collections: Initial/Secondary Placements- October 2019	$125.30
37272	831	VSP INSURANCE CO. (CT)	11/11/19	Vision Insurance Premiums- November 2019	$214.74
37273	832	WAL-MART COMMUNITY/SYN	11/11/19	Library & maintenance supplies, AV	$292.86
37274	833	WORLD BOOK INC.	11/11/19	Books	$229.00
37275	834	CENTURYLINK	11/11/19	Rens: Fax line service- November 2019	$56.65
37276	835	COMMONWEALTH TECHNOLO	11/11/19	Wh: staff copier service agreements	$349.45
37277	836	INDIANA GROCERY GROUP, L	11/11/19	Dem, Rens, & Wh: Staff Development Day Supplies	$152.43
37278	837	INDIANA WASTE SERVICE	11/11/19	DeM & Wh: Trash Pick-up, November 2019	$140.00
37279	838	MELISSA SMITH	11/11/19	Mileage 11/02/19: Genealogy DNA Conference	$108.46
37280	839	MIDWEST TAPE	11/11/19	Advance deposit on future Hoopla digital purchases	$3,000.00
37281	840	OVERDRIVE, INC.	11/11/19	Deposit on Consortium accounts for future content purchases	$4,625.00
0	841	AFLAC	11/25/19	Supplemental Insurance November 2019 (Conf #860)	$728.23
0	842	CENTURYLINK	11/25/19	Wh: Fax line Novemberber 2019 (Conf #863)	$65.24
0	843	CHRISTINA SANDERS	11/25/19	Courier Mileage 11/1/19 -11/15/19 (Conf. #861)	$359.60
0	844	CITY OF RENSSELAER	11/25/19	RENS: Utilities 10/8/19 - 11/07/19 (Conf. #862)	$3,241.47
0	845	SPRINT	11/25/19	Hotspot Data Service 10/12/19 - 11/11/19 (Conf #864)	$1,170.92
0	846	PAYROLL	11/25/19	PAYROLL	$54,271.82
0	847	ALLIANCE BANK	11/25/19	Direct Deposit Fees - October 2019	$36.50
0	848	Great-West Retirement	11/25/19	Annuity Withheld 11/25/19 payroll (Conf. #865)	$1,420.00
0	849	INDIANA DEPARTMENT OF RE	11/25/19	State & County Taxes withheld November 2019 Payrolls	$6,663.87
0	850	INPRS fbo PERF	11/25/19	INPRS Contributions 11/25/19 Payroll	$6,589.79
0	851	IRS USA TAXPAYMENT	11/25/19	Federal Withholding, Medicare, & FICA withheld 11/25/19 Payroll & Ins. (Acknowledgement 04720761)	$11,708.61
0	852	SQUARE, INC	11/30/19	Merchant Processing Fees- November 2019	$28.10
0	853	ALLIANCE BANK	11/30/19	Positive Pay Fee- November 2019	$15.00
				Total Amount of Claims	**$229,401.64**

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Wednesday, December 04, 2019

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 2 **pages, and except**

for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of **$229,401.64**

Date this 9th **day of** December **,20**19**.**

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

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JASPER COUNTY PUBLIC LIBRARY
Receipt Breakdown
November 30, 2019

	THIS MONTH	YEAR-TO-DATE	TOTAL RECEIPTS THIS MONTH	TOTAL RECEIPTS YEAR-TO-DATE
FINES & FEES:			$2,258.00	$26,518.08
DeMotte	$961.51	$8,395.32		
Rensselaer	$863.51	$11,400.95		
Wheatfield	$432.98	$6,721.81		
PHOTOCOPIES:			$842.90	$8,932.39
DeMotte	$236.40	$3,111.80		
Rensselaer	$458.15	$4,240.39		
Wheatfield	$148.35	$1,580.20		
INTEREST (Checking, Repurchase, CDs):			$39.84	$577.53
TAXES:			$470,369.92	$1,990,961.24
Property Tax	$398,333.71	$1,125,771.16		
LOIT	$17,903.55	$196,939.05		
License Excise Tax	$0.00	$62,533.84		
Financial Institution Tax	$0.00	$1,572.93		
CVET(Commercial Vehicle Excise)	$0.00	$8,685.00		
Local Option/Certified Shares	$0.00	$0.00		
Local Option/Property Tax Repl.	$0.00	$0.00		
LIT Certified Shares	$54,132.66	$595,459.26		
TAXABLE SALES:-			$4.85	$47.96
REFUNDS:			$350.00	$1,964.46
Rebates/Refund	$0.00	$53.40		
Insurance Claims/Reimbursements	$0.00	$0.00		
Meeting Room Rental	$350.00	$1,750.00		
Reimbursement	$0.00	$124.71		
Fixed Asset Sales	$0.00	$0.00		
Miscellaneous Receipts	$0.00	$36.35		
Interfund Transfer	$0.00	$0.00		
TOTAL OPERATING FUND RECEIPTS			**$473,865.51**	**$2,029,001.66**
PLAC FUND:			$0.00	$0.00
GIFT FUNDS:			$2,168.65	$19,243.33
DeMotte	$723.65	$6,636.68		
Rensselaer	$220.00	$7,818.89		
Wheatfield	$1,225.00	$4,787.76		
LIB. IMPROV. RESERVE FUND:			$18.43	$211.53
Interest Earned	$18.43	$211.53		
Transfer from OPERATING	$0.00	$0.00		
BOND & INTEREST REDEMPTION FUND:			$0.00	$0.00
Property Tax	$0.00	$0.00		
License Excise Tax	$0.00	$0.00		
Financial Institution Tax	$0.00	$0.00		
CVET(Commercial Vehicle Excise)	$0.00	$0.00		
Interfund Transfer	$0.00	$0.00		
RAINY DAY FUND:			$2,905.37	$42,441.02
Special CAGIT Distribution	$0.00	$0.00		
Special LOIT Distribution	$0.00	$0.00		
Interest Earned	$2,905.37	$42,441.02		
Interfund Transfer	$0.00	$0.00		
STATE TECHNOLOGY FUND GRANT FUND:-			$0.00	$20,244.00
HOST/HOSPITALITY FUND:			$0.00	$0.00
LEVY EXCESS FUND:			$0.00	$0.00
SALES TAX:			$24.84	$147.81
CASH CHANGE FUND			$0.00	$0.00
INSURANCE REFUND FUND:			$0.00	$0.00
Interfund Transfer	$0.00	$0.00		
INSURANCE SETTLEMENT FUND			$0.00	$6,766.67
SUB-TOTAL (page 1)			**$478,982.80**	**$2,118,056.02**

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WITHHOLDING ACCOUNT FUNDS:			$32,528.99	$350,115.80
FIT Tax Collected	$7,449.95	$79,817.88		
FICA Collected	$8,317.12	$89,109.59		
State Tax Collected	$3,726.88	$39,930.71		
County Tax Collected	$2,936.99	$31,328.19		
Deferred Comp Plan	$2,840.00	$31,240.00		
Pre-tax Insurance Plans	$3,617.02	$38,904.51		
Life Insurance	$243.96	$2,694.56		
INPRS	$3,397.07	$36,539.46		
Garnishments	$0.00	$550.90		
Credit Union	$0.00	$0.00		
TOTAL RECEIPTS - ALL FUNDS..			**$511,511.79**	**$2,468,171.82**

F6a

Voucher List

Jasper County Public Library

Report Date: From **12/01/19** ***To*** **12/09/19**

Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	*Total*
37282	861	AARON'S LAWN CARE	12/09/19	Fall clean-ups, snow removal	$640.00
37283	862	ADVANCED IMAGING SOLUTI	12/09/19	Patron copiers quarterly maintenance agreement 11/30/19-2/28/20	$647.25
37284	863	ANTHEM BLUE CROSS BLUE	12/09/19	Health Insurance premiums- December 2019	$13,228.02
37285	864	ANTHEM LIFE	12/09/19	Life Insurance premiums- December 2019	$100.98
37286	865	AWE ACQUISITION, INC	12/09/19	AWE tablets	$6,978.48
37287	866	BATESVILLE MEMORIAL PUBL	12/09/19	Lost SRCS item	$19.99
37288	867	CULLIGAN WATER CONDITIO	12/09/19	Wh: Water Cooler Rental- December 2019	$12.45
37289	868	DEBORAH KRISTOFF	12/09/19	Mileage 10/16-11/14/19	$111.36
37290	869	DELTA DENTAL	12/09/19	Dental Insurance premiums- December 2019	$572.04
37291	870	DEMOTTE DECORATIVE STO	12/09/19	Mulch	$573.00
37292	871	DONNA BARKO	12/09/19	Mileage 9/9-11/22/19	$32.31
37293	872	ENA SERVICES LLC	12/09/19	Internet service for November 2019	$1,782.00
37294	873	ENGAGED PATRONS.ORG	12/09/19	Events Page Hosting Service 1/1/20-12/31/20	$229.00
37295	874	GRAINGER	12/09/19	Bottle filler filters	$154.74
37296	875	HAMSTRA BUILDERS, INC.	12/09/19	Wh: located roof leak & roof inspection; Rens & DeM: sidewalk repairs	$6,132.50
37297	876	IVY TECH COMMUNITY COLLE	12/09/19	Lost ILL item	$31.00
37298	877	JEFF GASTINEAU	12/09/19	Program presenter	$50.00
37299	878	KAPCO	12/09/19	Magazine reinforcements, poly covers	$120.67
37300	879	KIM DELGER	12/09/19	Mileage 10/23-11/20/19	$51.04
37301	880	KROGER GARDIS & REGAS, L	12/09/19	Legal Assistance: Personnel Matter	$60.00
37302	881	LINDA POORTENGA	12/09/19	Mileage 11/13-11/15/19	$109.04
37303	882	MICHAEL R. ANDERSON	12/09/19	Rens: Snow removal 11/11-11/12/19	$137.50
37304	883	MOTION PICTURE LICENSING	12/09/19	License Certificate - Wheatfield Lib (1/3/2020 - 1/3/2021)	$114.52
37305	884	NANETTE SPEACHT	12/09/19	Mileage 10/16/19	$12.76
37306	885	NICKOLE HACHLICA	12/09/19	Mileage 11/7/19	$25.52
37307	886	NIMBO IP LLC	12/09/19	Monthly Managed Service Fee	$815.00
37308	887	NITCO	12/09/19	DeM: Local Phone & Fax Service December 2019; Long Distance Service November 2019	$144.61
37309	888	PATTY EENIGENBURG	12/09/19	Mileage 11/6/19	$25.52
37310	889	PATTY STRINGFELLOW	12/09/19	Mileage 11/11-11/20/19	$126.44
37311	890	PRECISION CONTROL SYSTE	12/09/19	Rens: HVAC repair	$750.80
37312	891	RMC IMAGING, INC	12/09/19	ViewScan III and ViewScan 4 hardware & software support 12/25/19-12/24/20	$1,498.00
37313	892	STERLING COMPUTERS	12/09/19	Computers, speakers, soundbars, monitors, monitor stand, mouse	$23,487.99
37314	893	STEVE'S SPECIALIZED SERVI	12/09/19	Laundry	$52.00
37315	894	TRUGREEN PROCESSING CE	12/09/19	Ice melt	$375.00
37316	895	VSP INSURANCE CO. (CT)	12/09/19	Vision Insurance Premiums- December 2019	$202.81
37317	896	WAL-MART COMMUNITY/SYN	12/09/19	Library supplies, AV	$116.25
37318	897	WESTFIELD WASHINGTON PU	12/09/19	Lost SRCS item	$10.00
37319	898	ACE HARDWARE	12/09/19	Maintenance supplies	$158.78
37320	899	BAKER & TAYLOR	12/09/19	Books, Continuations, AV, Auto. Yours	$6,926.46
37321	900	BAKER & TAYLOR ENTERTAIN	12/09/19	AV	$1,356.45
37322	901	BARNES & NOBLE, INC	12/09/19	Books	$219.04
37323	902	BUSINESS CARD	12/09/19	Meeting/conference expenses, Library supplies, Facebook advertising, StepNpull door openers, wall mount fans, Square stands, maintenance supplies	$1,150.70
37324	903	CENTURYLINK	12/09/19	Rens: Fax line service- December 2019	$56.65

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Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	*Total*
37325	904	DEMCO	12/09/19	Library supplies	$835.95
37326	905	EVELYN S. PARRISH	12/09/19	Mileage 10/9-12/4/19	$187.92
37327	906	FINDAWAY WORLD, LLC	12/09/19	Playaway Launchpads	$249.98
37328	907	GREY HOUSE PUBLISHING	12/09/19	Continuations	$252.50
37329	908	ICC BUSINESS PRODUCTS	12/09/19	Library, office, & janitorial supplies	$364.06
37330	909	INDIANA GROCERY GROUP, L	12/09/19	Hero Tree program expenses, Management meeting expenses, Homeschool Adventure program supplies	$56.12
37331	910	INDIANA WASTE SERVICE	12/09/19	DeM & Wh: Trash Pick-up, December 2019	$140.00
37332	911	MAPLETRONICS COMPUTERS	12/09/19	ESET Endpoint Antiviris Protection, 3 yr renewal	$1,808.99
37333	912	MIDWEST TAPE	12/09/19	AV	$1,191.93
37334	913	NIPSCO	12/09/19	DeM & Wh: Gas & electric service	$4,759.18
37335	914	RENSSELAER ROTARY CLUB	12/09/19	4th quarter 2019 dues	$190.00
37336	915	SUNRISE PACKAGING INC.	12/09/19	Audiobook cases, TV series cases	$643.00
37337	916	UNIQUE MANAGEMENT SERVI	12/09/19	Collections: Initial/Secondary Placements- November 2019	$125.30
37338	917	WORLD BOOK INC.	12/09/19	Continuations	$999.00
				Total Amount of Claims	**$81,202.60**

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, December 09, 2019

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 2 **pages, and except**

for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of **$81,202.60**

Date this 9th **day of** December **,20** 19 **.**

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

YR. END

Agenda
Jasper County Public Library
Board of Trustees Year-End Meeting
Thursday, December 26, 2019; 8:30am
Rensselaer Library Meeting Room

	Purpose
Opening of Meeting	Moment of Silence
Bills to be Allowed	Action
Transfers of Funds	Action
Public Forum	
Adjournment	

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Voucher List

Jasper County Public Library

Report Date: From **12/10/19** *To* **12/26/19**

Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	**Total**
0	854	PAYROLL	12/10/19	PAYROLL	$52,689.98
0	855	CHRISTINA SANDERS	12/10/19	Courier Mileage 11/15/19 -11/30/19 (Conf. #866)	$251.72
0	856	Great-West Retirement	12/10/19	Annuity Withheld 12/10/19 payroll (Conf. #869)	$1,420.00
0	857	INPRS fbo PERF	12/10/19	INPRS Contributions 12/10/19 Payroll	$6,378.32
0	858	IRS USA TAXPAYMENT	12/10/19	Federal Withholding, Medicare, & FICA withheld 12/10/19 Payroll & Ins. (Acknowledgement 81066022)	$11,294.06
0	859	TOWN OF DEMOTTE	12/10/19	DeM: Sewer & Water- November 2019 (conf# 868)	$168.90
0	860	TOWN OF WHEATFIELD	12/10/19	Wh: Sewer Service- December 2019 (Conf# 867)	$77.35
0	918	PAYROLL	12/23/19	PAYROLL	$52,477.97
0	919	AFLAC	12/23/19	Supplemental Insurance December 2019 (Conf #871)	$728.23
0	920	ALLIANCE BANK	12/23/19	Direct Deposit Fees - November 2019	$36.80
0	921	CENTURYLINK	12/23/19	Wh: Fax line December 2019 (Conf #872)	$130.48
0	922	CHRISTINA SANDERS	12/23/19	Courier Mileage 12/1/19 -12/15/19 (Conf. #873)	$323.64
0	923	CITY OF RENSSELAER	12/23/19	RENS: Utilities 11/7/19 - 12/06/19 (Conf. #870)	$3,065.36
0	924	Great-West Retirement	12/23/19	Annuity Withheld 12/23/19 payroll (Conf. #874)	$1,420.00
0	925	INDIANA DEPARTMENT OF RE	12/23/19	State & County Taxes withheld December 2019 Payrolls	$6,268.32
0	926	INPRS fbo PERF	12/23/19	INPRS Contributions 12/23/19 Payroll	$6,297.54
0	927	IRS USA TAXPAYMENT	12/23/19	Federal Withholding, Medicare, & FICA withheld 12/23/19 Payroll & Ins. (Acknowledgement 42715508)	$11,240.24
0	928	SPRINT	12/23/19	Hotspot Data Service 11/12/19 - 12/11/19 (Conf #875)	$1,138.02
37339	929	ACE HARDWARE	12/26/19	Maintenance supplies	$66.89
37340	930	BAKER & TAYLOR	12/26/19	Books, Continuations, AV, Auto. Yours	$1,206.65
37341	931	BAKER & TAYLOR ENTERTAIN	12/26/19	AV	$417.03
37342	932	BLUETARP FINANCIAL, INC	12/26/19	Screws, sakrete fast set cement, lamp holders	$35.58
37343	933	CAROLYNN DeVRIES	12/26/19	Mileage 11/19/19	$25.52
37344	934	DEBORAH KRISTOFF	12/26/19	Mileage 11/21-12/17/19	$101.50
37345	935	DONNA BARKO	12/26/19	Mileage 11/27-12/19/19	$62.12
37346	936	FERGUSON FACILITIES SUPP	12/26/19	Janitorial supplies	$434.07
37347	937	INDIANA GROCERY GROUP, L	12/26/19	Santa Visit supplies, Staff Christmas Party refreshments	$83.80
37348	938	INDIANA NEWSPAPERS INC.	12/26/19	Rens: Indianapolis Star newspaper subscription	$671.19
37349	939	JANICE WILMA	12/26/19	Mileage 9/12-12/12/19	$81.20
37350	940	JASON GILBERT	12/26/19	Garnishment mistakenly withheld from 12/23/19 paycheck	$22.92
37351	941	KANKAKEE VALLEY POST NE	12/26/19	DeM: Newspaper subscription Acct# 0045635	$66.99
37352	942	KARI LENTINO	12/26/19	Mileage 4/3-12/11/19	$57.30
37353	943	KARLA HAUSENFLECK	12/26/19	Mileage 12/12/19	$23.20
37354	944	LINDA THOMPSON	12/26/19	Mileage 10/8-12/13/19	$34.80
37355	945	MARLENE BEEDLE	12/26/19	Mileage 10/29-11/5/19	$51.04
37356	946	MELISSA SMITH	12/26/19	Mileage 12/16/19	$25.52
37357	947	MICHAEL R. ANDERSON	12/26/19	Rens: Snow removal 12/11/19	$50.00
37358	948	MIDWEST TAPE	12/26/19	AV	$218.75
37359	949	NEILE TRAINOR	12/26/19	Mileage 10/2-12/18/19	$129.92
37360	950	OFFICE DEPOT	12/26/19	Library, office, maintenance, & janitorial supplies	$1,091.00
37361	951	PRECISION CONTROL SYSTE	12/26/19	DeM: Preventative Maintenance; Rens: HVAC repair	$5,987.01
37362	952	QUILL CORPORATION	12/26/19	Janitorial, maintenance, library, & office supplies, cash drawers, office chair	$915.98
37363	953	RACHAEL CAVINDER	12/26/19	Mileage 11/14-12/12/19	$44.08
37364	954	RAYANN GILMORE	12/26/19	Mileage 9/9-10/9/19	$87.00
37365	955	SHANNON HELDAK	12/26/19	Mileage 8/25-12/2/19	$82.36
37366	956	SHEILA BROUSSARD	12/26/19	Mileage 10/15-12/9/19	$153.12

F7b

Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	**Total**
37367	957	THE LIBRARY STORE	12/26/19	Gressco puff scroll chairs	$1,189.12
37368	958	ULINE	12/26/19	Filament tape, LED open sign, DVD cases	$321.88
37369	959	UNIVERSAL ADVERTISING AS	12/26/19	Ad on Jasper County map	$218.00
37370	960	WAL-MART COMMUNITY/SYN	12/26/19	Library & janitorial supplies	$353.89
37371	961	A. E. BOYCE COMPANY, INC.	12/26/19	W2 forms & envelopes, 1099 forms & envelopes	$94.98

Total Amount of Claims **$169,811.34**

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Friday, December 20, 2019

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 2 **pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of** **$169,811.34**

Date this 26th **day of** December **,20** 19 .

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 01/01/99.

December 26, 2019

Whereas, it has been determined that it is now necessary to appropriate more money than was appropriated in the annual budget for various functions of the Jasper County Public Library,

Now, therefore, be it resolved by the Library Board of the Jasper County Public Library, Jasper County, Indiana, for the expenses of the Public Library, the following funds herein named for the purposes herein specified be increased, subject to the laws governing the same.

Whereas, it has been shown that certain existing appropriations now have unobligated balances which will not be needed for the purposes for which appropriated, it is further resolved that the following existing appropriations be reduced in the following amounts:

LIBRARY OPERATING FUND (100)

	Added Amount Appropriated		Amount Reduced
3.21 Telephone	$ 735.70	3.14 Other Professional Services	$ 1,330.92
3.31 Advertising & Public Notices	$ 7.04		
3.91 Dues	$ 552.18		
3.93 Taxes & Assessments	$ 36.00		
4.53 Nonprinted Materials	$ 1,243.50	4.51 Books	$ 1,243.50
TOTAL Added	**$ 2,574.42**	**TOTAL Reduced**	**$ 2,574.42**

Rainy Day Fund (151)

3.21 Telephone	$ 6,074.70	3.14 Other Professional Services	$ 6,074.70
4.4 Furniture & Equipment	$ 4,061.27	4.3 Improvements Other Than Bldgs	$ 4,061.27
TOTAL Added	**$ 10,135.97**	**TOTAL Reduced**	**$ 10,135.97**

AYE

Natalie A. Waling

Julie Davidson

NAY

ATTEST:

Secretary, Jasper Co. Public Library Board
Pro Tem

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